UNIVERSITY OF SOUTHERN CALIFORNIA
Real Property Project Manager
Job Code: 123207

Grade: J
OT Eligible: No
Comp Approval: 1/11/2011

JOB SUMMARY:
Serves as real property manager performing project management functions related to real property
development and lease administration. Oversees construction and improvement projects including
planning, design, bidding, pre-construction, construction and occupancy. Negotiates leases and
administrates portfolios of on and off campus properties. Negotiates and administers leases for oil
and mineral rights in the university’s portfolio. Coordinates with contractors and tenants regarding
issues such as maintaining and improving tenant properties and lease space. Performs financial
and feasibility analysis of leases, acquisitions, dispositions and real property development projects.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_______ _______ Oversees construction and improvement projects including planning, design,
bidding, pre-construction, construction and occupancy. Conducts pre-construction
 conferences, reviews bids and recommends award of contracts. Communicates
 with and manages the working relationship with outside developers, builders,
 architects, etc. Administers the tenant selection and leasing negotiations for
 university-owned retail development projects. Manages and maintains
 information related to all university affiliated and sponsored real property
development projects.

_______ _______ Develops timelines for construction and development projects. Coordinates and
monitors progress of construction. Makes recommendations to revise timelines,
as necessary.

_______ _______ Provides guidance to ensure design, process and specifications align with
university campus planning and design policies. Monitors construction to ensure
adherence with contract documents and specifications. Conducts quality
 assurance reviews to ensure compliance with regulatory and university regulations
and guidelines.

_______ _______ Coordinates the due diligence, construction, leasing and maintenance of the
university-owned properties into graduate and faculty/staff workforce housing
and/or classrooms. Works with school or department to select finishes, fixtures,
and appliances related to university-owned properties. Determines and manages
rental rate, budget and operational structure of the properties.

_______ _______ Administers portfolio of cell site licenses. Administers portfolio of oil and gas
leases/donated property. Performs lease administration functions related to
compliance, expirations, extensions, negotiations, legal agreements and
certification of insurance. Issues notices to vacate, options to extend leases, and
annual rent and CPI increases. Administers the physical construction of leased
premises. Coordinates vendor requests to access leased premises. Maintains
positive working relationships with existing and prospective tenants/leasees/
licensees.
Performs financial and feasibility analysis and makes recommendations for major lease transactions, real property development and construction projects, acquisitions and dispositions of real property and other assets. Recommends development plans for underutilized university-owned properties.

Develops and administers assigned budget(s). Monitors actual income and expense and develops projections in order to authorize or extend financial commitments. Analyzes current performance to plan. Identifies and researches variances and trends and brings to the attention of the supervisor for discussion and resolution. Projects future budget performance based on knowledge of assigned operations.

Drafts, edits and reviews documents, reports and presentations submitted to executive cabinet committees and trustee meetings.

Develops, maintains and enhances content and structure for department website and approved housing provider website. Manages vendor work product, as necessary.

Represents the department on multiple inter-departmental committees. Stays informed of developments in field. Reads pertinent literature, attends meetings and conferences and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:

2 years

Minimum Field of Expertise:

Experience with lease administration, property management, and real property development projects. Demonstrated interpersonal skills.

Preferred Field of Expertise:

Holds active professional certifications such as the Leadership in Energy and Environmental Design.
Skills:  Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Creative writing and editing
Customer service
Graphic design
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Statistical analysis

Skills:  Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises:  Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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