UNIVERSITY OF SOUTHERN CALIFORNIA

Lease Administrator

Job Code: 123215

Grade: K
OT Eligible: No
Comp Approval: 5/12/2009

JOB SUMMARY:

Has responsibility for all University lease administration including lease negotiations and implementation, lease renewals, planning and administration, budget administration and working with space planning committee to identify lease space needs. Manages the McCulloch Town Homes including overseeing the day-to-day operations of the town homes. Provides leadership and direction to staff and/or student workers related to daily operations and administrative activities.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages the University lease portfolio and the McCulloch Town Homes, including overseeing the day-to-day operations of the town homes. Manages all tenant leases and relationships with University tenants and outside vendors. Assesses the operations and services of the McCulloch Town Homes and modifies operations and services, as needed.

Manages the delivery of services to tenants. Markets and leases vacancies. Screens applicants. Works with Office of General Counsel to draft leases and letters of intent.

Oversees tenant and capital improvements. Selects vendors and monitors vendor performance by regular inspections. Participates in regular inspections of common areas, building exteriors and landscape.

Oversees lease management of all University leases and also provides facilities management of the McCulloch Town Homes. Negotiates leases and implementation for all leases for the University, including new tenants and renewals for existing tenants. Tracks certification of insurance.

Manages lease maintenance including lease compliance, management of CPI increases, expirations and extensions.

Participates in the development and administration of the University lease and McCulloch Town Homes budgets. Manages the tenant budget accounts and payment of accounts. Monitors and tracks ASRs. Analyzes actual versus budget performance to determine variances. Takes corrective action, as required. Makes budgetary and resource allocations.

Develops and recommends operating and administrative policies for the University lease portfolio and McCulloch Town Homes. Manages the dissemination, interpretation and application of University lease and town homes policies and recommends approval of exceptions.

Provides leadership, guidance and supervision to staff and/or student workers. Leads others in the planning and delivery of University leasing and McCulloch Town Homes activities. Schedules, assigns and prioritizes workloads. Trains personnel, as needed.
Serves as key resource for all University leasing and McCulloch Town Homes information. Resolves problems or questions referred by staff, senior University administrators and/or tenants.

Stays informed of developments in field. Reads pertinent literature, attends meetings 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:**

<table>
<thead>
<tr>
<th>Essential:</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

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:**

- 3 years

**Minimum Field of Expertise:**

- Commercial lease administration and facilities management experience.

**Preferred Education:**

- Master’s degree

**Preferred Experience:**

- 5 years

**Preferred Field of Expertise:**

- California Real Estate License

**Skills:** Other:

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conflict resolution
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Networking
- Organization
Planning
Problem identification and resolution
Project management
Public relations
Scheduling
Teaching/training

Skills: Machine/Equipment:

Adding machine
Calculator
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Leads one or more employees performing similar work.
May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:

Administrative

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.

The University of Southern California is an Equal Opportunity Employer