UNIVERSITY OF SOUTHERN CALIFORNIA

Lease and Housing Administrator

Job Code: 123216

Grade: K
OT Eligible: No
Comp Approval: 10/9/2009

JOB SUMMARY:
Has responsibility for all Health Sciences Campus (HSC) lease administration including lease negotiations and implementation, lease renewals, and planning and administration. Works with space planning committee to identify lease space needs. Administers the University's Faculty/Staff Housing Assistance Program for HSC including USC University Hospital. Assists applicants in all phases of the loan process.

JOB ACCOUNTABILITIES:

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Manages the Health Sciences (HSC) lease portfolio and other university owned assets, including the day-to-day operations of off campus university owned property near HSC. Manages all HSC tenant leases and relationships with university tenants and outside vendors. Assesses the operations and services of off campus university owned property near HSC. Coordinates services with other offices and staff on campus in regards to off campus lease needs for the Health Sciences Campus (HSC).

Oversees tenant and capital improvements on and around HSC. 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 off campus university owned property on or around HSC. Negotiates leases and implementation for HSC constituents, including tenants and renewals for existing tenants. Tracks certification of insurance.

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

Develops and recommends operating and administrative policies for the university lease portfolio and off campus university owned property. Manages the dissemination, interpretation and application of university lease and off campus university owned property policies and recommends approval of exceptions.

Serves as key resource for all university leasing and university owned off campus property information. Resolves problems or questions referred by staff and senior university administrators and/or tenants.

Evaluates HSC faculty/staff housing issues regarding financial risk and legal concerns. Analyzes trends in Los Angeles area housing market. Makes recommendations to senior management.

Assists in the preparation of all HSC faculty/staff housing documents. Evaluates all related documents and determines if additional review by the Office of General Counsel is required or appropriate. Evaluates loan data for potential policy issues.

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:**

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:**

- 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
- Customer service
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Scheduling
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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