UNIVERSITY OF SOUTHERN CALIFORNIA
Propety Mgmt & Tax Administrator
Job Code: 123219

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<th>Grade:</th>
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<td>OT Eligible:</td>
<td>Yes</td>
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<td>Comp Approval:</td>
<td>5/14/2007</td>
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**JOB SUMMARY:**
Manages the daily operations of the University Village Shopping Center and relationships with both University and outside tenants and vendors including planning and scheduling, assessment and evaluation of operational activities, policy development and administration, budget administration, and marketing. Oversees property management of all tenant properties in University Village including crime, fire, allocation of space and complaints from the tenants. Manages the maintenance of the Center. Manages and facilitates all secured and unsecured property taxes and exemptions. Reports and identifies properties appropriate for exemptions. Provides leadership and direction to staff and/or student workers related to daily operations and administrative activities.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
<th>% TIME</th>
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<td>Manage the University Village Shopping Center including overseeing the day-to-day operations of the shopping center and relationships with both University and outside tenants and vendors. Assesses the operations and services of the University Village Shopping Center and modifies operations and services, as needed.</td>
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<td>Manages the delivery of services to tenants. Oversees the property management of all tenant properties including handling crime, fire, allocation of space and complaints from the tenants. Plans and conducts quality assurance reviews and recommends changes as appropriate.</td>
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<td>Oversees maintenance of the University Village Shopping Center. Coordinates with vendors for repairs and general maintenance. Reviews and approves invoices for vendors.</td>
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<td>Assists with lease administration for University Village Shopping Center.</td>
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<td>Manages and facilitates all secured and unsecured property taxes and exemptions. Reports and identifies properties appropriate for exemptions. Works with tax assessor’s office to grant exemptions on properties and leases. Interacts with various government agencies in order to ensure compliance of corresponding Revenue and Taxation Code requirements. Establishes and maintains electronic tax payment process with all agencies and follow-up documentation required to be submitted with payments.</td>
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<td>Ensures payment of property tax, city tax and state tax in a timely fashion by requesting remittance of payment from tenant, USC group or real estate budget to minimize penalties due to late payments.</td>
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Participates in the development and administration of the University Village Shopping Center budget. 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. Provides projections and analyzes financial impacts. Prepares financial reports with Senior Business Officer and account assigned to University Village Shopping Center.

Develops and recommends operating and administrative policies for the University Village Shopping Center. Manages the dissemination, interpretation and application of Center policies and recommends approval of exceptions.

Develops marketing strategies to promote the University Village Shopping Center. Markets available space through advertising, showing space, offering to internal tenants or University departments and/or contacting brokers, etc.

Provides leadership, guidance and supervision to staff, and/or student workers. Leads others in the planning and delivery of Center activities. Schedules, assigns and prioritizes workloads. Trains personnel, as needed.

Serves as a key resource for University Village Shopping Center 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:

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:
- Property management and tax experience. Knowledge of lease administration.

Preferred Education:
- Master’s Degree

Preferred Experience:
5 Years

Preferred Field of Expertise:

California Real Estate License

Skills: Administrative:

Communicate with others to gather information
Compose letters
Coordinate work of others
Develop office procedures
Gather data
Input data
Prioritize different projects
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software
Verify calculations

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Conflict resolution
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Marketing
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Scheduling
Teaching/Training

Skills: Machine:

Calculator
Computer Network (Department or School)
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.
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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