

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005305
Grade 26**

LEASING PROGRAM MANAGER

DEFINITION OF CLASS:

This is supervisory level work managing the property lease program for the County Government. Contacts are with individuals or groups within or outside the County Government, including County officials, developers, property owners/managers, and leasing agents for the purpose of persuading, advising, or presenting matters concerning the acquisition and disposal of County leased property and facilities, and resolving problems associated with the leasing of such property. An employee in this class provides limited direct service or assistance to the public.

An employee, in this class, plans, coordinates, and implements policies, programs, and procedures relating to the County's acquisition and disposition of buildings, properties, and land by lease. Work involves the development and implementation of complex lease agreements, marketing policies, and the preparation of related real estate analyses and reports. An employee in this class supervises a staff engaged in the acquisition and disposition of leased real estate for the County. The employee independently plans and carries out assignments keeping the supervisor informed of potentially controversial matters concerning the leasing of County facilities. Administrative policies are set but the employee uses initiative and resourcefulness in deviating from conventional methods to accommodate the County's specific needs and interests in acquiring or disposing of property through lease agreements.

The complexity of the work is characterized by the existence of numerous types of leasing agreements containing a complex variety of terms and conditions. The work requires the analysis and assessment of variable conditions (such as location, configuration, space, amenities, provisions, terms, and cost) and the establishment of criteria to ensure that the County's interests are protected in the leasing and/or disposition of property. The work of an employee in this class directly impacts the County Government's ability to acquire adequate and appropriate property and facilities for use by County agencies, and to obtain leases favorable to the County Government. The work is primarily sedentary, performed in an office environment, and presents no significant hazards; however, infrequent site inspections are required which may involve walking over rough and uneven surfaces. Supervisory responsibilities include assigning, coordinating, and reviewing work, and regularly participating in or recommending decisions on a variety of personnel matters.

EXAMPLES OF DUTIES: (Illustrative Only)

- Manages and implements a work program for the acquisition and disposition of leased property and facilities for County use.
- Administers and directs the management of all lease agreements entered into by the County and responds to all inquiries from the public and private sector regarding the leasing of County owned real estate.
- Develops and supervises the preparation of lease agreements for property and facilities for use by the County Government.

- Supervises the site selection process for the acquisition of property necessary for the construction of County CIP projects. Recommends the most appropriate location for construction of CIP projects and implements decision through negotiation and preparation of leases to acquire real property.
- Manages the operating budget for the unit, approves funding and expenditures, and maintains essential financial records, documents, correspondence, leases, and reports.
- Coordinates all property leasing activities for the County with real estate organizations, lessors, attorneys, contractor representatives, and assigned personnel.
- Insures renovation requirements for leased facilities are completed according to construction documents.
- Enforces compliance with all the terms and conditions and rules and regulations applicable to leases, and implements procedures to facilitate such enforcement.
- Develops and initiates analysis and marketing policies for the reuse of closed schools. Works with other County agencies to develop plans for utilization of surplus schools that become the responsibility of the County.
- Represents the County at public hearings regarding the disposition or acquisition of leased County property.
- Administers rent payment and collection procedures in accordance with terms of lease agreements, and maintains appropriate financial reports.
- Performs staff supervision by assigning, coordinating, and reviewing work, and routinely participating in personnel actions such as employee selection, promotion, appraisal, counseling, and leave approval.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the techniques and principles of commercial leasing management.
- Thorough knowledge of lease agreement negotiation and administration.
- Thorough knowledge of legal documents associated with real estate and leasing management.
- Thorough knowledge of real estate laws, appraisal practices, and property values.
- Knowledge of issues related to real property such as wetlands, zoning, land use, topography, and designation of buildable property.
- Knowledge of commercial building design and construction as it relates to commercial leasing.
- Ability to prepare and negotiate complex lease agreements.
- Ability to effectively supervise personnel.
- Ability to assemble and to analyze technical and legal information, to make evaluations, and to formulate solutions.
- Ability to establish and maintain effective working relationships with employees, other governmental agencies, and private and civic groups.
- Ability to communicate effectively both verbally and in writing.
- Ability to attend meetings and perform work assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of experience in Commercial Real Estate, commercial leasing, or lease administration in the public or private sector, two (2) years of which must have been in a supervisory capacity.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: January, 1996

Revised: August, 2013

October, 2014