

LEASE SPECIALIST

KIND OF WORK

Professional lease management work.

NATURE AND PURPOSE

An employee in this class is responsible for the negotiation, preparation, and execution of leases for various state agencies and disposition by lease of real estate not needed for state purposes. Responsibility extends to assisting in acquiring leased office space and transfers of ownership, preparing departmental leases, drafting supplemental agreements and option revenues, inspecting leased premises and coordinating the lease of surplus state land. Considerable freedom in negotiating leases is afforded to the incumbent. Supervision is provided by the Real Estate Management Director in the form of conferences and written reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists state agencies in acquiring leased space throughout the state to ensure that space is efficiently used and to obtain the best value possible.

Negotiates leases for state lands no longer needed for state purposes to realize a return to the state and to ensure proper land use is maintained.

Inspects leased property to ensure compliance with contract conditions.

Prepares departmental lease agreements for agencies in state buildings to ensure uniformity in record preparing encumbrances and payment for space occupied.

Prepares reports regarding data on leases throughout the state to provide information for planning and budgetary purposes.

Assists in the preparation, maintenance and revision of the lease file system so information is quickly and readily accessible.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of accepted principles and practices of leasing real property.

Working knowledge of real estate appraisal techniques and of market retail values throughout the state.

Ability to:

Write clear and concise reports and correspondence.

Establish and maintain effective working relationships with people at all levels, both within government and the private sector in resolving leasing problems.

Est.: 7/75
Rev.:
Ckd.: 11/92

T.C.:
Former Title(s):