

City of Charlotte

Job Description

Classification Title: Real Estate Agent II

Working Title: Airport Property Specialist

General Summary:

This position is responsible to assist with the management and leasing of real property for the Aviation Department. Performs and manages complex real estate activities in development, assists in negotiation and leasing of Airport-owned property. Performance is reviewed by discussions, reports and results. Work requires extensive public contact and the exercise of independent judgment and initiative within established rules and procedures.

Responsibilities:

1. Negotiate and administer leases, contracts, and agreements for use of Airport properties and facilities as well as the purchase or sale of Airport property.
2. Review architectural plans and specifications during development to provide input related to management and leasing issues, coordinate maintenance, which includes procuring contracted maintenance and/or specialty services as needed.
3. Coordinate with the Aviation Department's legal and business staff and other City agencies to develop appropriate legal documents.
4. Develop and maintain pertinent lease and real estate management files.
5. Coordinate valuation services for appraisals on a periodic or as needed basis. This includes interaction with MAI appraisers to provide them with identification of subject property characteristics pertinent to a specific appraisal assignment.
6. Verify accuracy of data representative of commercial property buildings depicted in lease exhibits, which may require physical measurement to determine square footage.
7. Prepare and review leasing and marketing strategies for commercial space.
8. Monitor acquisition activities including communicating with the public.
9. Prepare and review written reports and requests for City Council actions.
10. Visit and inspect property sites on a regular basis.
11. Market unleased space at Airport and work with third party developers.
12. Develops performance goals for commercial space and establishes systems to monitor performance against those goals.
13. Review and evaluate rent structures for Airport properties based on market analysis and management objectives.
14. Research and prepare special reports and studies.
15. Administration and supervision of the Tenant Modification Application (TMA) and Internal Modification Application processes for the Aviation Department.

Includes facilitation of the weekly meeting, collection of information, and communication to meeting participants and to the tenant, entry into databases, preparation of billing advices for invoicing tenants when appropriate, and invoicing/collection administration as needed. This process also includes coordination of tenant issues with Facility Maintenance and periodically, with outside contractors.

16. Utilize Propworks software to facilitate general tenant matters including contact information, documentation of lease details, and bill rules.
17. Pursue collections of past due accounts in a professional manner utilizing Propworks software and data contained in tenant leases.
18. Administer and supervise brush mowing, trash and debris removal for outlying parcels. Currently roughly 80 acres, the parcel inventory fluctuates as properties are acquired or sold. Management of these parcels includes overseeing that they receive proper regular maintenance (brush mowing) and when needed, specific items such as removal of fallen trees and/or trash. Participate in the RFP process including definition of the project scope, identifying and physically marking properties so that they are identifiable, selection of bidder.
19. Manage Commercial Use Permits which includes renewals and compliance audits.
20. Manage Ground Handling Contracts and renewals which includes receipt of agreements, monitoring completeness, and communicating with Credentialing as necessary, conveying rules to Ground Handlers, maintaining record of certificates of insurance.
21. Manage Off Airport Parking (Park-N-Go)
22. Coordinate on an as needed basis with Airport department requests regarding internal space requirements

Education & Experience:

Associate's Degree and one year of experience or high school and three years of experience required, or an equivalent combination of education and relevant work/industry/military/job specific experience that provides the necessary knowledge, skills and abilities to successfully perform the essential job duties. Prefer Bachelor's Degree in Business Administration, or related field, including coursework in business law, real estate principles and appraisal. Experience should be in the areas of governmental or commercial property management, development, and leasing.

Knowledge, Skills and Abilities:

- Excellent organizational, written and verbal communication skills.
- Strong negotiating skills.
- Ability to work effectively with others, representing the airport in a positive and professional manner.
- Proficient in using Microsoft Office products.

- Knowledge of appraisal practices helpful. Specifically, ability to discern contents of blueprints and the skill to professionally measure buildings to determine square footage.
- Knowledge of Mecklenburg County Polaris/GIS mapping system and familiarity with aerial views of real estate tax parcels.
- Familiarity with FDOT and FAA rules and regulations regarding project funding, airport development and operations is helpful.

General Information:

- Standard office hours apply, however, subject to irregular hours and calls back to work for meetings and urgent situations.
- Requires valid NC Real Estate Broker’s license.
- Requires valid driver’s license and the ability to obtain and maintain a City driving permit.
- Certain felony convictions will disqualify individuals from unescorted access privileges and therefore exclude from employment.

FLSA Status Exempt

Band C

Job Code 251100

Location Aviation- Business Office – Commercial Services – 4050405020

Reports to Revenue Division Manager

Essential Functions:

1. The task is actually required for the employees currently performing the job.
2. The nature and purpose of the job would significantly change if the task was not required.
3. The task is the sole requirement or the main purpose of the job.
4. There are no other employees available to perform the task.
5. It would be difficult to shift this task due to the small number of other employees available to perform the task.
6. It is necessary that every employee in this job be capable of performing this task for safety/health reasons.

Reasons* Duties specific to this position

- | | |
|--------------|---|
| 1,3,5 | 1. Negotiate and administer leases, contracts, and agreements for use of Airport properties and facilities as well as the purchase or sale of Airport property. |
| 1,3,5 | 2. Review architectural plans and specifications during development to provide input related to management and leasing issues. |
| 1,2 | 3. Coordinate with the Aviation Department’s legal and business staff and other City agencies to develop appropriate legal documents. |
| 1,2 | 4. Develop and maintain pertinent lease and real estate management files. |

- 1,3,5 5. Coordinate valuation services for appraisals on a periodic or as needed basis. This includes interaction with MAI appraisers to provide them with identification of subject property characteristics pertinent to a specific appraisal assignment.
- 1,3,5 6. Verify accuracy of data representative of commercial property buildings depicted in lease exhibits, which may require physical measurement to determine square footage.
- 1,3,5 7. Prepare and review written reports and requests for City Council actions.
- 1,3,5 8. Monitor acquisition activities including communicating with the public.
- 1,3,5 9. Prepare and review written reports and requests for City Council actions.
- 1,3,5 10. Visit and inspect property sites on a regular basis.
- 1,3,5 11. Market unleased space at Airport and work with third party developers.
- 1,3,5 12. Develops performance goals for commercial space and establishes systems to monitor performance against those goals.
- 1,3,5 13. Review and evaluate rent structures for Airport properties based on market analysis and management objectives.
- 1,3,5 14. Research and prepare special reports and studies.
- 1,3,5 15. Administration and supervision of the Tenant Modification Application (TMA) and Internal Modification Application processes for the Aviation Department. Includes facilitation of the weekly meeting, collection of information, and communication to meeting participants and to the tenant, entry into databases, preparation of billing advices for invoicing tenants when appropriate, and invoicing/collection administration as needed. This process also includes coordination of tenant issues with Facility Maintenance and periodically, with outside contractors.
- 1,3,5 16. Utilize Propworks software to facilitate general tenant matters including contact information, documentation of lease details, and bill rules.

- 1,3,5** 17. Pursue collections of past due accounts in a professional manner utilizing Propworks software and data contained in tenant leases.
- 1,3,5** 18. Administer and supervise brush mowing, trash and debris removal for outlying parcels. Currently roughly 80 acres, the parcel inventory fluctuates as properties are acquired or sold. Management of these parcels includes overseeing that they receive proper regular maintenance (brush mowing) and when needed, specific items such as removal of fallen trees and/or trash. Participate in the RFP process including definition of the project scope, identifying and physically marking properties so that they are identifiable, selection of bidder.
- 1,3,5** 19. Manage Commercial Use Permits which includes renewals and compliance audits.
- 1,3,5** 20. Manage Ground Handling Contracts and renewals which includes receipt of agreements, monitoring completeness, and communicating with Credentialing as necessary, conveying rules to Ground Handlers, maintaining record of certificates of insurance.
- 1,3,5** 21. Manage Off Airport Parking (Park-N-Go).

September 2017

Salary Range:

\$66,100-\$73,444

The Aviation Department typically hires at a minimum rate. However, exceptions may be considered based on qualifications

How to Apply

Apply on line at <https://careers.charlottenc.gov>