

**Alaska Court System
Class Specification**

LEASING & CONTRACTS MANAGER

Range: 18

EEO4: 02

SOC: 11-3061

Class Code: C3301

Definition:

Under general direction, the Leasing & Contracts Manager is responsible for the management of all leases for court space around the state and all service contracts for state-owned court buildings.

Distinguishing Characteristics:

The Leasing & Contracts Manager is a single position job class that manages and administers building leases and building service contracts for the Alaska Court System, and produces various financial, data, and trend analysis reports.

The incumbent works under minimal supervision, acting independently within the limits of delegated authority. Supervision of other staff is not typically assigned to this position.

The Leasing & Contracts Manager is in the partially exempt service of the Alaska Court System and serves “at will” to the appointing authority.

Examples of Duties:

Provide day-to-day management of court space leases and building service contracts janitorial, snow removal, landscape maintenance, and other services.

Meet the goals of management and tenant satisfaction, and well-maintained properties within the Facilities operations and maintenance budget.

Prepare Invitations to Bid, Requests for Proposals, and contracts for issuance by the Facilities Manager. Assist in negotiating terms and conditions of leases and service contracts.

Communicate regularly with internal customers and others. Develop and maintain cooperative business relationships. Provide regular updates regarding the status of projects and tenant service requests. Oversee and monitor the moving process for tenants of leased facilities.

Prepare detailed financial reports, including trend analysis and variance reports, for properties owned or leased by the court system. Provide information and recommendations for budget preparation.

Prepare and monitor preventive and scheduled maintenance reports for state-owned buildings.

Knowledge, Skills, Abilities:

The Leasing & Contracts Manager requires knowledge of:

- The principles and techniques of administrative management, including organization, planning, staffing, budgeting, and reporting.
- Project management, cost management, project scheduling, and cost analysis.
- Procurement statutes, regulations, rules, and procedures.
- Accounting principles, and real estate terms and practices.
- Building facility operations and management.
- Current developments in architecture and engineering.
- Standard software for project management and office applications.

The Leasing & Contracts Manager requires the ability to:

- Analyze and appraise facts in making management decisions.
- Evaluate and enforce compliance with schedules and cost estimates.
- Negotiate complex leases and contracts.
- Organize and prioritize multiple projects and tasks.
- Read plans and develop schematic layouts.
- Set goals, monitor progress, and adjust resources to accomplish objectives.
- Develop and maintain cooperative working relationships with associates, internal clients, contractors, and consultants.
- Communicate effectively in written and verbal forms.
- Produce a high volume of work and pay close attention to details.
- Provide excellent customer service.

Minimum Qualifications:

A bachelor's degree from an accredited college in business, public administration, property management, real estate, business law, insurance, or a closely related field, AND three years of professional experience in property management, leasing, or procurement.

Substitution:

Additional professional work experience in property management, leasing, or procurement will substitute for the required bachelor's degree.

Special Note: Within three years of appointment, the incumbent must obtain professional certification from the Building Operators and Managers Association.

08/06 – Original

02/14 – Revised, remove MQQ's

05/15 – Change EEOC Code