

DIRECTOR OF LEASING AND ASSET MANAGEMENT

DEFINITION

Manages, plans, organizes, assigns, and reviews the activities with regard to asset management activities including participating in the planning and implementation of complex lease negotiations and related policies and programs of the Facilities Division at the management level.

TYPICAL DUTIES

Oversees lease negotiations and supervises staff engaged in arranging for licenses, permits, easements, street and alley vacations, short and long term leases, joint use agreements and conducting auctions.

Manages properties not in use by the District.

Prepares and presents reports and recommendations to the Board of Education.

Assists management in representing the District relative to leasing and District asset matters before the Los Angeles City Council, County Board of Supervisors, planning and zoning commissions, and other governmental agencies.

Assists management in the development of criteria used for the selection of consultants and monitors consultant performance to ensure compliance with contractual agreements.

Oversees the analyses of proposals and studies by consultants, developers and lessees concerning the use of the District's real property.

Assists in developing and maintaining systems, policies and procedures to organize data for the Asset Management Branch.

Determines and recommends the best usage of closed and existing facilities including leasing to other third parties.

Ensures that leases are current and at market rate.

Manages the activities concerning the initiation, evaluation, negotiation, execution, and administration of framework enabling agreements for special projects with other charter schools, government agencies, and private entities.

Directs the activities concerning the study, planning and construction of special projects.

Coordinates related real estate acquisition or leasehold interests and implementation with various State, District, and local personnel; and prepares applications and secures funds.

Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Leasing and Asset Management has responsibility for the leasing of property and asset management activities for the District.

The Director of Facilities Planning and Development assists the Chief Facilities Executive by planning, organizing, assigning, directing, and reviewing activities related to demographics, long range facilities asset management, master planning, space utilization, facilities design, and sustainability programs, to develop project definitions for the redevelopment or modernization of District facilities.

A Principal Realty Agent supervises and participates in professional real estate work and acts for a Real Estate Project Director or higher level administrator as required.

SUPERVISION

The Director of Leasing and Asset Management receives general administrative direction from the Director of Facilities Planning and Development or a higher level administrator. General supervision is exercised over lower-level professional, technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Real Estate laws and regulations
- California Education Code
- Project Management
- Principles of public relations and the public approval process
- Basic laws and regulations related to building codes for public facilities, particularly school buildings
- Basic principles of contract law, public purchasing, research, cost analysis and accounting
- Basic District Personnel Commission rules, regulations, practices and policies
- Administrative practices and procedures within the District
- Principles of public relations

Ability to:

- Negotiate real property leases to obtain the best terms available in the market
- Analyze and evaluate the analysis of data on a wide variety of real estate matters, including title information, architectural documentation and property surveys
- Develop and make effective presentations to the Board, administrators and community groups
- Communicate effectively both orally and in writing
- Manage, motivate, train, and evaluate personnel
- Make, support and explain recommendations
- Estimate project requirements and organize resources to meet goals and deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business administration, public relations, real estate, accounting, school finance, or communications. Graduate level courses in real estate management preferred.

Experience:

Six years of administrative or management experience in the acquisition, disposition, evaluation, and negotiation of real property purchases or leases at an institutional level.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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