



Job Title	Real Estate Manager
PVN ID	VC-1712-002255
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Facilities Planning, Construction and Ma
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 15, 2018 (Or Until Filled)

General Description

General Description

The Office of Facilities Planning, Construction and Management (FPCM) coordinates all real property leasing and related activities for the City University of New York (CUNY). The Real Estate Manager will coordinate the administration of the University's real property leases, including lease negotiation and administration, leasing budget tracking and reporting, review and payment of monthly rental invoices and troubleshooting of operational issues at leased properties. The Real Estate Manager will report directly to the University's Director of Real Estate Transactions.

Salary commensurate with qualifications.

Other Duties

Duties

- Coordinate with the Department of Space Planning and colleges and institutions to identify new leasing needs of the University.
- Coordinate with colleges and institutions to develop business plans for lease acquisitions or renewals.
- Manage University's brokers to identify potential spaces for lease acquisition.
- Monitor existing leases for renewal opportunities.
- Assist in negotiations for lease acquisitions and renewals.
- Perform financial analysis of lease acquisition and renewal opportunities.
- Coordinate with the University's Office of General Counsel to produce leases and obtain necessary

approvals from New York City and New York State.

- Process rental payments, purchase orders, encumbrances and maintain complete and accurate rent payment files.
- Examine rental invoices for accuracy and completeness.
- Act as liaison with landlord representatives on rental payment issues.
- Prepare rent budget charts and related reports.
- Assist in resolving routine operational issues at the leased locations.
- Perform other related duties as required.

Qualifications

Core Competencies/Qualifications

Bachelor's degree from an accredited college in a related field of study and 3-5 years of professional experience in leasing negotiation/administration, related budgeting, purchasing and payments, and addressing operational issues.

The ideal candidate will have:

- Experience in accounts payable, especially with knowledge of CUNY, New York State and/or New York City public procurement procedures.
- General knowledge of commercial real estate principles and terminology.
- Knowledge of New York City commercial and retail rental markets.
- Exceptional organizational and time management skills.
- Professional and effective interpersonal communication and written skills.
- Experience with PeopleSoft preferred.