

Minimum Qualification Specifications
for the Class:

LEASING SPECIALIST

Prerequisite Knowledge and Abilities Required

Knowledge of: Principles and practices of commercial leasing and property management; legal instruments regarding real property leasing; real estate appraisal methods; real estate market survey methods and techniques; sources of real property information; and report writing.

Ability to: Research and analyze real estate market data; effectively negotiate lease terms and conditions; read and interpret building floor plans and drawings; monitor and ensure that terms of lease agreements are met; learn and apply leasing program policies, guidelines and procedures; communicate effectively with landlords, commercial real estate brokers, and other individuals, for the purpose of negotiating terms and conditions of leases; establish and maintain effective working relationships with landlords, commercial real estate brokers, representatives of user agencies and others for the purpose of obtaining information, discussing proposed alternatives, and resolving problems.

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must possess experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Two and one-half (2-1/2) years of progressively responsible professional work experience in property management. Such experience must have involved researching market rates and locations of available lease space; negotiating terms and conditions of leases; preparing Offers to Lease and lease contract documents; ensuring that the terms and conditions of the agreements are fulfilled; and arranging for alterations to, and maintenance, upkeep, or reconditioning of property as specified in the lease agreements. At least one (1) year of this experience must have included experience in commercial leasing.

Substitutions Allowed

1. A Certified Property Manager (CPM) professional designation or a Real Property Administrator (RPA) professional designation or a Certified Commercial Investment Member (CCIM) professional designation may be substituted for one-half (1/2) year of the required Specialized Experience, but may not be substituted for any of the commercial leasing experience.
2. A bachelor's degree from an accredited college or university in real estate may be substituted for one-half (1/2) year of the required Specialized Experience, but may not be substituted for any of the commercial leasing experience.
3. A master's degree from an accredited college or university in real estate, land development or closely related field may be substituted for one (1) year of the Specialized Experience, but may not be substituted for any of the commercial leasing experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class LEASING SPECIALIST which were approved on October 6, 1995.

Date Approved: 6/1/15

James K. Nishimoto
for JAMES K. NISHIMOTO, Director
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