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Class Specification
for the Class:

LEASING PROGRAM MANAGER

Duties Summary:

Plans, organizes, directs, coordinates and participates in the activities of the State's office space leasing program; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for managing the State's office space leasing program which provides centralized office space leasing services to agencies of the various State departments.

The sole position in this class, under the general direction of the Public Works Administrator, is responsible for formulating and implementing policies and procedures for the State's office leasing program; developing plans to meet short-and long-term leased space requirements; and planning and coordinating the consolidation of lease requirements and spaces to centralize State agencies and to maximize the State's negotiating position. In addition, the Leasing Program Manager serves as principal advisor to the State Comptroller on all matters relating to the management of office leases for Executive Departments throughout the State.

Branch activities include reviewing requests by State executive departments to lease commercial office spaces or to renew existing leases; determining the amount of space authorized by DAGS space standards; locating suitable commercial office space and negotiating lease terms and conditions; drafting and coordinating the execution of agreements; processing the recordation of the leases at the Bureau of Conveyances; keeping abreast of office space available for lease and rental/lease rates by geographic area; and processing lease payments to lessors and bills of collection to agencies with special funded, federal, or unbudgeted leases.

The Leasing Program Manager is required to establish and maintain effective working relationships with a wide variety of persons within, as well as outside of State government. Personal contacts include Administrative Services Officers (ASOs) of the various State departments with regard to lease terms and conditions; developers, landlords, agents and commercial property managers in negotiating terms for new leases, lease renewals, contract administration, securing large blocks of space in new office buildings at pre-construction prices; neighbor island District Engineers on matters involving the Office Leasing Program; and various State, federal, and county office

leasing agencies to discuss office leasing strategies, program administration, and common problems.

Examples of Duties:

Plans, organizes, directs and coordinates the activities of the Leasing Services Branch; plans and executes the development and implementation of policies and procedures to produce an effective statewide office leasing program; evaluates new State administration policies, procedures and programs as they affect the Office Leasing Program, and recommends changes, as required, to the Public Works Administrator and State Comptroller; develops criteria and procedures and oversees the operation of an automated accounting system to handle the lease payment process (which includes monthly lease payments to lessors; bills of collection to agencies with special funded, federal, or unbudgeted leases; lease funds allocated to departments; lease renewal and expiration dates; and dates of lease rent increase); maintains liaison with State, federal and county office leasing agencies to establish a forum for improving office leasing strategies and program administration and discussing common problems; reviews requests by State executive departments to lease office spaces or to renew existing leases and recommends the approval or denial of lease requests (this involves determining amount of space authorized by DAGS space standards, evaluating the adequacy of current spaces, identifying target locations, and ascertaining acceptability of lease rates and type/quality of available real property); identifies fund source for each new lease renewal request; develops plans for meeting short- and long-term leased space requirements; plans and coordinates the consolidation of lease requirements and spaces to centralize State agencies and to maximize the State's negotiating position; prepares preliminary office layouts to determine space requirements; reviews plans for tenant improvements to verify compliance with DAGS office space standards and approved space computations; directs the conduct of market surveys to ascertain office space available for lease and rental/lease rates by geographic area; keeps abreast of current and future office space availability, costs and amenities; establishes parameters for lease negotiations (e.g., rental rate, free rent, tenant improvements, etc.); represents the State in negotiating terms for new leases and lease renewals with developers, landlords, agents or commercial property managers; negotiates with developers of new office buildings to secure large blocks of space at favorable pre-construction prices; consults with ASOs to ensure that all conditions and terms necessary are included in the lease negotiation package to protect the State's and affected departments' interests; initiates and coordinates projects to provide necessary renovations to leased office spaces; prepares lease/renewal documents for executive departments statewide; processes required documents for legal review and execution by lessor, agency and the State Comptroller; directs the Branch's centralized processing of monthly lease payment invoices and bills of collection for all executive departments statewide; prepares

budget requests and expenditure plans for the statewide Office Leasing Program; coordinates with department ASOs and Budget and Finance Analysts to determine the funding requirement for office leases for each agency; prepares reports and testimonies on matters relating to the leasing budget for executive review and legislative hearings; prepares response to legislators' requests relative to leasing; advises neighbor island District Engineers on matters involving the Office Leasing Program; establishes guidelines, work plans and schedules to ensure that program objectives are met, and modifies them as necessary; directs subordinate staff and evaluates their work performance; promotes training opportunities for career enhancement; handles personnel problems and grievances.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of commercial property management, realty laws and legal instruments pertaining to real property leasing; market survey methods and techniques; sources of real property information; public relations; and report writing.

Ability to: Plan, organize, direct and coordinate the State's office space leasing program; formulate policies and procedures; negotiate lease terms and conditions; conduct market surveys; interpret building floor plans and determine/advise agencies on the suitability of the space; maintain effective working relationships with and gain the cooperation of others; prepare budget and expenditure plans; prepare comprehensive written reports; communicate effectively orally and in writing; plan and supervise the work of others.

This is the first specification for the new class, LEASING PROGRAM MANAGER.

EFFECTIVE DATE: July 10, 1991

DATE APPROVED: 8/22/91 /s/ Diana H. Kaapu
for SHARON Y. MIYASHIRO
Director of Personnel Services