



## Assistant Director and Leasing Manager

**OUR MISSION...** To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

### Job Information

**Job Type:** Full-Time

**Hiring Salary:** \$90,000.00 - \$100,000.00

**Salary Commensurate with Experience**

**Location:** Atlanta, GA

**Opens:** January 17, 2024

**Closes:** March 17, 2024

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or email

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

### TO APPLY:

Email **resume** in Microsoft Word or PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email: **Asst. Director and Leasing Manager**



Our goal is to be a diverse workforce that is representative of the citizens we serve. SPC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. SPC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

### Overview

**Job Summary:** Under limited supervision, the Assistant Director and Leasing Manager (ADLM) directs and coordinates medium to large-scale real estate projects and special activities during planning, development, implementation, and deployment phases. The ADLM is responsible for the management of all activities related to the acquisition of leased space for the benefit of the State of Georgia and its related agencies and for programming, locating, negotiating, and renegotiating approximately 2,000 statewide leasing contracts. The Assistant Director and Leasing Manager leads a group of professionals and interacts with state agency staff and coordinators, landlords, brokers and architects, and Government officials to achieve collective portfolio level goals. The ADLM also performs other job-related duties as assigned.

**Minimum Qualifications:** Bachelor's degree in a related field from an accredited college or university **AND** six (6) years of experience managing professional level staff **OR** ten (10) years of related professional experience **AND** six (6) years managing at the level equivalent to area of assignment **OR** six (6) years of experience required at the lower-level Sr. Manager 2, Business Ops (GSM013) or position equivalent. **Supervisory experience is required.**

**\*Must have a valid driver's license.**

**Preferred Qualifications:** Multiple years of experience with public/private real estate portfolios including acquisitions, sales and/or leases involving multi-million-dollar transactions. Knowledge of the principles, practices, and trends of public and business administration, including management analysis, planning, and program evaluation. Understanding of factors involved in negotiating commercial leases; legal procedures and documents involved in real property transactions. Technical Knowledge. Able to understand the various conditions reported as request for projects, and transactions and their consequences on the portfolio integrity, service reliability, or customer satisfaction in order to quickly assess the criticality of the issue and potential solutions (high level) to make appropriate recommendations to the stakeholders. Knowledge of real estate law, practices, and terminology as applied to public sector transactions and understanding of the State Legislative process.

**Job Competencies:** Strong written and verbal skills; strong analytical skills; strong ability to read and interpret space management Rules & Guidelines; demonstrates leadership and takes initiative; ability to plan and prioritize work; ability to use Microsoft Office Suite. Committed to quality customer service; must possess a high degree of confidentiality; manages group dynamics and challenges others to succeed; assesses staff's abilities when assigning/delegating tasks; must have short-term and long-term strategic focus.

### Essential Functions:

- Assist the Deputy Executive Director in the management of all activities related to the strategic and tactical planning, approval and use of State real estate assets.
- Ensure that the State of Georgia overall gets the best possible value from the management of its real estate assets and the acquisition or disposition of such assets or an interest in an asset.
- Manage the performance of various key functional activities in the real estate portfolio including Planning, Asset, Space and Leasing Management.
- Align the real estate portfolio strategies, policies, procedures and operational outcomes to support the identified State of Georgia policies, strategies and objectives and support the State Property Officer (SPO).

**Travel:** Travel is primarily local during the business day, although some out-of-the-area and overnight travel should be expected.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gspc.ga.gov](http://www.gspc.ga.gov) for additional SPC career opportunities.