

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION, CORPORATE REAL ESTATE OFFICE – LOCATION – 28 JAMES STREET N, 2ND FLOOR, LISTER BLOCK ANNEX)

LEASING SPECIALIST

SUMMARY OF DUTIES

Reporting to the Supervisor, Lease Administration, this position is responsible for data management, due diligence and analysis in support of the lease and license administration functions of the Corporate Real Estate Office. With a demonstrated understanding of leasing policies and best practices and data definition and collection, this position will engage in activities to undertake research and analysis and provide advice and plan strategically to support the effective management of the City's real property interests, assets and portfolios.

GENERAL DUTIES

Identifies and creates profiles on properties of interest, including compiling all information related to property attributes, opportunities for leasing, and relevant financial metrics.

Supports strategic transactional initiatives, such as Portfolio Management Committee direction and the development of policies and procedures related to lease administration.

Creatively and using a variety of techniques, demonstrates an understanding, communicates, and finds solutions to support the effective management of the City's portfolio of leased and licensed assets.

Administration and functional support of the City's portfolio of leases and licenses, including ensuring obligations are met in a timely manner.

Provides real estate and portfolio management services and professional advice to the City of Hamilton departments and agencies.

Undertakes due diligence, research, analysis, and reviews of properties with the objective of establishing strategies and plans for City-owned real estate interests specifically related to opportunities for leasing and licensing. Utilizes econometric models, discounted cash flow and other tools to demonstrate the viability/feasibility of leasing opportunities.

Uses third-party resources to collect relevant real estate market data on properties, availabilities, and transactions.

Reviews and analyses financial and economic data.

Assists in the development and implementation of strategic real estate documents, such as the Corporate Master Real Estate Plan.

Represents the City of Hamilton and the Section at various special projects and joint committees with internal groups, external agencies, and community interest groups.

Prepares detailed reports, recommendations and presentations for management and Council.

Ensures compliance with Provincial and Federal Statutes, Regulations and Guidelines and Municipal By-Laws and Policies.

Job Description #: 7798

Assists the Supervisor in the development and implementation of customer service initiatives in accordance with legislative and corporate expectations and priorities.

Makes presentations to stakeholder groups, attends public meetings and works closely with community partners in managing the use of City property.

Implements work program and must achieve agreed upon annual performance objectives and measures set by the division/department.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Knowledge in corporate real estate and development, transaction management, real property and portfolio management, strategic planning, real estate financing, and valuation principles and practices normally acquired through the completion of a University Degree and training in Commerce, Economics, Business, or Finance, or other related discipline, or a combination of related education with a preference for a minimum 5 years relevant work experience.
2. Experience in planning and facilitating the acquisition, and/or disposition of real estate interests, and the transfer of interests in real property.
3. Knowledge of the Ontario Municipal Act, Ontario Planning Act, Land Titles Act, Assessment Act, Environmental Assessment Act, land use, zoning, community impact, environmental controls, building codes and other relevant property management/real estate related legislation such as the Expropriations Act and the Commercial Tenancies Act.
4. Excellent verbal and written communication skills and demonstrated ability to deal effectively and collaboratively with elected officials, business and community stakeholders, peers, all levels of management, the media, and the general public
5. Excellent organizational, time management and multi-tasking skills to manage, supervise and balance a number of projects simultaneously and to meet deadlines.
6. Project management experience in a multi-disciplinary team environment, preferably in the area of real estate and real property management and demonstrated interpersonal and negotiating skills enabling the effective resolution of issues.
7. A high level of skill in research and problem solving, and experience in the field of public administration is considered an asset, particularly with a focus on lease administration.
8. Working knowledge of Microsoft Word, Excel, and database software applications. Superior understanding of latest technological applications for delivery of real estate and portfolio management and lease administration programs.
9. Must possess and maintain a Class G driver's licence valid in the Province of Ontario and provision of a personal vehicle for use on the job.