

CITY OF HAMILTON

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

SUPERVISOR, LEASE ADMINISTRATION

SUMMARY OF DUTIES

Reporting to the Manager, Real Estate Services, this position will be responsible for the coordination, administration, and supervision of the Lease Administration Team, including the management of all transactional and lease administration activities related to the City's real property interests, assets, and portfolios in respect of leasing of properties. This position will assist in the administration and delivery of the Corporate Real Estate Office responsibilities, including functions related to real estate assets, leasing of real property interests, portfolio management, policy and strategy development, and the delivery of efficient and effective real estate transactional procedures and advisory services for the City.

GENERAL DUTIES

Responsible for the coordination, administration, and supervision of the Lease Administration Team.

Recruits and supervises staff, students, as well as contractual placements.

Prepares work schedules, assigns duties to staff, establishes priorities, monitors, and evaluates staff performance, recommends discipline and trains staff, as well as assisting in developing staff to their full potential. Approves vacation, flex time and overtime requests in keeping with the operational needs of the section. Trains and advises staff in related work, responsibilities and department, by-laws, policies and procedures, and other applicable law.

Develops sectional goals, objectives, and plans consistent with divisional and corporate strategic plans recognizing program needs and availability of resources. Administers and monitors the operating budgets for the section in accordance with established Corporate and Departmental procedures, ensuring that operations are within budgeted levels, and reported quarterly. Recommends future budget appropriations.

Directs staff in the Corporate Real Estate Office and assigns work to staff involved in lease and license negotiations and administration as required.

Provides real estate and real property management services and professional advice to the City of Hamilton.

Assists in the development and implementation of the Corporate Master Real Estate Plan, providing strategic direction on the overall management of interests in City-owned properties, ensuring that holdings match needs.

Initiates and manages and/or supports major projects dealing with real estate and the management of the City's portfolio, including change management initiatives resulting in the organization and administration of real property programs. Utilizes innovation, partnerships, and collaborative models to achieve strategic objectives for the City.

Leads or supports the negotiation of leases and licenses of high profile and complex properties.

Develops, negotiates, and implements corporate policies and procedures related to lease administration services, including program design, enhancements, and effective and efficient service delivery.

Manages the City's policies and procedures respecting lease and license administration, in consultation with internal stakeholders.

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Analyzes alternative strategies for meeting real estate needs and makes recommendations to management and Council.

Represents the City of Hamilton at land expropriations, arbitrations, 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.

Assists the Manager 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 development community regarding municipal economic development initiatives and incentives.

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

Acts in the capacity of management in their absence.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies, and procedures.

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

QUALIFICATIONS

1. Proven knowledge in corporate real estate, real property and portfolio management, land economics, real estate financing and development, and related business practices acquired through the completion of a University Degree in Planning, Commerce, Business, Economics, Finance or other related professional discipline and relevant work experience.
2. Excellent program management and team leadership skills.
3. Several years of progressively responsible and diversified experience in real estate strategy, negotiations, and property management, preferably with experience in lease administration.
4. Working knowledge of the Ontario Municipal Act, Planning Act, Land Titles Act, Assessment Act, Environmental Assessment Act, land use, zoning, community impact, environmental controls, building codes and other relevant property and portfolio management/real estate related legislation such as the Expropriations Act and the Commercial Tenancies Act.
5. Supervisory ability and experience, including planning, assigning, and coordinating the work of subordinates in a work team environment.
6. Must have excellent verbal and written communication skills and ability to relate effectively with peers, all levels of management, business clients, council, and the media.
7. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.

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8. A high level of skill in research and problem solving, and experience in the field of public administration is considered an asset.
9. Working knowledge of Microsoft Word, Excel, and database software applications. Superior understanding of latest technological applications for delivery of real estate, leasing, portfolio management and property development programs.
10. Demonstrated ability to manage, supervise and balance several projects simultaneously and to meet deadlines is essential.
11. Capable of working independently as well as part of an interdisciplinary team.
12. 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.