



Code: 1663

Family: Planning and Urban Development
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Real Estate and Legal

CLASS TITLE: LEASING AGENT

CHARACTERISTICS OF THE CLASS

Under general supervision, negotiates and prepares rental agreements between the City and lessors or tenants for the Department of General Services, and performs related duties as required

ESSENTIAL DUTIES

- Meets with user departments and private property owners to discuss space and usage needs
- Requests property appraisals from independent appraisers to determine the fair value of proposed lease space
- Prepares intended use and appraisal reports for inclusion in lease proposals
- Negotiates lease rates and terms with property owners based on appraisal findings
- Requests and reviews economic disclosure affidavits from private lessors to identify ownership and to avoid conflict of interest problems
- Submits lessor information to City departments to identify their indebtedness obligations to the City
- Prepares lease agreements and for review and approval by user department, the Law Department, and private lessors
- Negotiates lease rates and terms with tenants of City property
- Prepares lease packages and City ordinance documents for review and approval by the department's the Real Estate Committee and the City Council
- Prepares summary reports on the status of lease negotiations
- Monitors and tracks lessors' property insurance agreements to ensure uninterrupted coverage during the terms of lease agreements
- Responds to inquiries from user departments, lessors, and tenants regarding leased property issues (e.g., maintenance, repairs, deficiencies, modifications)
- Maintains and updates lease agreement files
- Tracks the status of property appraisals and maintains records of findings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Graduation from an accredited college or university with an Associate's Degree or 60 hours of college credit in Business Administration, Real Estate Management, or a directly related field, plus one year of experience in real estate management or contract preparation; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- terms and conditions applicable to lease agreements
- applicable federal, state, and local laws, regulations, and guidelines, including the City building code

Some knowledge of:

- *applicable mathematical principles and applications
- applicable computer software packages and applications
- *generally accepted real estate principles, practices, and procedures
- *data analysis, including database management and report preparation and writing
- *research methods and techniques

Knowledge of applicable City and department polices, procedures, rules and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **NEGOTIATION** - Bring others together and trying to reconcile differences
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing

- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2010