CLASS TITLE: Airport Leasing Agent

CHARACTERISTICS OF THE CLASS: Under general supervision, the class prepares and administers rental agreements between the city and airport tenants; and performs related duties as required.

ESSENTIAL DUTIES: Meets with prospective airport tenants to discuss anticipated flight schedules and to determine space and usage needs; explains leasing procedures, departmental policies and applicable federal and municipal regulations; escorts prospective tenants through available terminal space; calculates the tenant’s monthly rental costs based on established lease rates, square footage and the length of the agreement; reviews tenants’ contracts with ground handlers and airport system management organizations to ensure compliance with departmental policies and the tenant’s agreement with the city; reviews economic disclosure statements from prospective tenants to identify ownership and to avoid conflict of interest problems; reviews subleases between airport tenants to ensure the original tenant remains liable for the conditions of the original lease agreement with the city; calculates security deposit amounts for "landing agreement only" carriers based on landings, weight, type of aircraft and established rate schedules; prepares lease agreement documents and submits them to the Law Department and the tenant for approval; prepares the lease package and city ordinance for review and approval by the City Council; prepares and updates billing instructions and submits them to the Finance Department for monthly invoicing; prepares summary reports on the status of lease agreements; inspects terminal space to ensure tenants’ compliance with terms of lease agreement; monitors and tracks tenants’ property insurance agreements to ensure uninterrupted coverage during the terms of lease agreements; responds to inquiries from airport tenants regarding lease agreement issues; oversees the maintenance and updating of lease agreement files and prepares related reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree supplemented by two years of progressively responsible experience in real estate or contract preparation, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of real estate practices and procedures. Good knowledge of terms and conditions applicable to lease agreements. Good knowledge of property insurance policies.

Ability to prepare and interpret contract specifications, lease...
agreements and related documents. Ability to deal effectively with tenants. Ability to perform mathematical calculations.

Skill in preparing lease agreements or real estate contracts. Good analytical skills. Good oral and written communication skills. Good interpersonal skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003
City of Chicago
Department of Personnel