

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: Admin Real Property Manager	Level: M4
Title Code No: 10047	Salary: \$110,000-\$115,000
Office Title: Assistant Director of Leasing	Work location: 1 Centre Street NY, NY 10007
Division/Work Unit: Real Estate Services	Number of Positions: 1

Job Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

The Real Estate Services Line of Service, which serves as the real estate arm of the City of New York, seeks an Assistant Director of Leasing to take the lead on a variety of complex lease negotiation projects on behalf of the City.

Duties include, but are not limited to:

- Act as a lead negotiator for high-priority projects that involve complex coordination with a variety of stakeholders: oversee site selection, manage business terms negotiation, prepare project schedules, maintain project status reports, prepare and present transaction approval packages to Acquisition Review Committee, manage the development and timely completion of required legal documents;
- Communicate with client agencies on a timely basis to keep the client fully informed on project status, next steps, potential or existing issues, budgets, and risk mitigation;
- Confer and partner with a variety of internal stakeholders, including the Mayor's Office, DCAS Office of General Counsel, Comptroller's Office, City Council, and City Planning, among others, to satisfy client agency requirements and mayoral real property initiatives;
- Provide time-sensitive and accurate transaction related data to support land use approval,

which may include public testimony regarding the acquisition of real property on behalf of the City;

- Assist in the launching of a new, more efficient leasing process for the City of New York;
- Build and maintain relationships with client agencies' leadership and facilities' staff;
- Mentor junior Leasing & Acquisitions staff, where appropriate;
- Act in place of the Director when they are not available.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time, progressively responsible experience in real property management, at least 18 months of which must have been in a managerial capacity; or
2. A baccalaureate degree from an accredited college and four years of experience described in "1" above, including eighteen months of experience in managerial capacity; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have eighteen months of managerial experience. Education at an accredited college or university may be substituted for general work experience (but not for the 18 months of managerial experience described above) at the rate of 60 college semester credits for one year of acceptable experience up to a maximum of 4 years of college for 2 years of experience.

Preferred Skills

- Demonstrated knowledge of the New York City commercial real estate market and commercial leasing experience
- Exceptional analytical and project management skills
- Supervisory/leadership/management experience
- Detailed-oriented and flexible to reprioritize projects & deliverables frequently
- Ability to meet tight deadlines and set expectations to a variety of internal and external stakeholders on a continuing basis
- Strong oral and written communication skills
- Familiarity with design & construction process
- Excellent negotiation, presentation, and organizational skills
- Familiarity with City of New York processes, rules, and regulations
- Understanding of corporate processes, policies, procedures, and governance
- Good interpersonal and customer relationship management skills

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

Please go to www.nyc.gov/careers or www.nyc.gov/ess for current NYC employees and search for Job ID #



The City of New York is an Equal Opportunity Employer