

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

<b>Civil Service Title:</b> Administrative Real Property Manager	<b>Level:</b> Managerial – M3
<b>Title Code No:</b> 10047	<b>Salary:</b> \$115,000 - \$120,000
<b>Office Title:</b> Director of Leasing	<b>Work Location:</b> 1 Centre Street NY, NY 10007
<b>Division/Work Unit:</b> Real Estate Services	<b>Number of Positions:</b> 1

**Hours/Shift:** Day

**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](http://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 Director of Leasing to oversee leasing staff negotiating cost effective leases on behalf of client agencies.

**Duties include, but are not limited to:**

- Supervise and mentor a team of Transaction Managers, Transaction Specialists, and administrative support staff
- Manage complex and critical real estate transactions from inception to completion
- Maintain effective project management and efficient control of the entire leasing process for client agencies.
- Coordinate the development and timely completion of leases, licenses, renewals, and notices in conjunction with in-house counsel.
- Negotiate competitive lease terms and structures to maximize the portfolio value
- Build and maintain relationships with client agencies' leadership and Facilities' staff
- Assist client agencies with lease administration and enforcement issues
- Interface with government officials, landlords, brokers, attorneys, architects, and engineers
- Assist in the management of the Tenant Representative contract

## 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:

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

### 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

**Post Date:**

**Post Until:**

**JVN:**

**The City of New York is an Equal Opportunity Employer.**