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Land & Contract Administrator (El Paso International Airport)

Class Code:
10370 PM 126

CITY OF EL PASO
Established Date: Apr 24, 2006
Revision Date: Jul 29, 2012

SALARY RANGE

\$20.37 - \$30.12 Hourly
\$1,629.30 - \$2,409.74 Biweekly
\$3,530.16 - \$5,221.11 Monthly
\$42,361.92 - \$62,653.27 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in business or public administration or related field, and four (4) years professional real property management, right of way experience or contract administration experience.

Licenses and Certificates: Some positions may require Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Positions requiring a CDL or positions of a safety sensitive are subject to drug and alcohol testing in accordance with federal regulations.

GENERAL PURPOSE:

Under direction, manage and administer assigned real property of the City.

TYPICAL DUTIES:

Oversee and administer real property leases for the City. Involves: Write, execute and manage leases, contracts, agreements and related documents. Review financial statements, order and analyze appraisals and surveys. Review and approve construction plans and specifications for compliance with aviation standards. Negotiate with potential tenants. Prepare documents for review and approval and review then for restrictive covenants. Inspect properties for lease violations and follow up on corrective action. Inspect rental property and order any necessary repairs or maintenance. Maintain warranty files on new facilities. Participate in planning development and construction oversight of new facilities. Monitor rent and calculate rental adjustments. Initiate default proceedings.

Perform and review a variety of property related assignments. Involves: Negotiate temporary land use agreements. Participate in subdivision development teams. Upgrade status of properties due to changes in city code. Manage environmental closure statements, testing and remediation of environmental issues. Verify property or lease lines. Prepare economic feasibility reports. Review easement and rights of way agreements. Prepare requests for proposals or specifications to acquire services. Develop leasing and marketing policy recommendations.

Supervise assigned staff. Involves: Provide assistance and training to technical and clerical staff. Plan and assign work. Oversee and monitor work in progress and finished project. Prepare performance evaluations.

Represent the department and provide technical support, information and guidance on real property issues. Involves: Respond to requests for information on lease agreements, land use and related policies and procedures. Prepare comprehensive documents on lease agreements, acquisition and selling recommendations and special reports. Prepare and present information and materials for board and City Council meetings. Prepare and make presentations in marketing efforts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of real estate and property management principles, practices and techniques.
- Application of considerable knowledge of lease agreements and contracts.
- Application of considerable knowledge of prevailing real estate values and rental rates.
- Application of good knowledge of local, state and federal laws, regulations and codes governing property management, leases, and contract administration
- Application of good knowledge of real estate terminology.
- Application of some knowledge of supervisory techniques.
- Negotiate real property lease and purchase/sell agreements.

- Collect and evaluate information and arrive at realistic real property values.
- Read and understand maps, construction plans, survey notes and legal descriptions of property.
- Perform mathematical calculations quickly and accurately.
- Clear concise oral and written communication to prepare and present reports to management, city departments, real estate agents, and private industry representatives.
- Establish and maintain effective working relationships with coworkers, officials, contractors, real estate agents and the general public.

To Apply: Visit <https://www.governmentjobs.com/careers/elpaso>

OTHER JOB CHARACTERISTICS:

- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (CC 07/29/12)
As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.