

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7107
Pay Grade: C01

FLSA: Exempt

REAL ESTATE LEASING ANALYST

MAJOR FUNCTION:

Performs responsible professional and technical office and fieldwork, supervising the School Board's joint lease and rental agreements, and department records system. Position works closely with the General Counsel coordinating the legal aspects of interagency coordination for community-use activities. Responsibilities include the research analysis, and coordination of procedures related to real estate transactions, primarily involving lease and rental activities. Position requires the use of independent judgment and professional discretion, under general supervision.

DUTIES AND RESPONSIBILITIES:

- Responsible for the description, documents, and communications relating to the School Board's rental and joint lease agreements
- Responsible for the design and development of a record keeping system for departmental legal documents; supervises the maintenance of all real estate records and files
- Interprets new laws and rules and regulations as they relate to School Board joint lease agreements and rentals
- Maintains detailed records on leased property
- Prepares School Board agenda items for approval on rental and lease agreements and other related areas
- Oversees the leasing of school facilities including the updating of lease forms and coordination with schools to insure correct processing of lease agreements
- Coordinates joint utilization of facilities; develops new agreements; monitors and updates existing agreements
- Prepares correspondence and responds by telephone to public inquiries about School Board property and related problems, within the scope of the Auditing and Property Records department
- Attends meetings, when assigned, as department's representative for various Fixed Assets related projects
- May assist with preparation and delivery of documents, contracts, etc
- Responsible for determining if the use of a facility is a legitimate district-wide activity, school related function, community use, governmental event or a full cost lease
- Responsible for communicating with school district personnel, municipalities, extended care agencies, private companies and the general public regarding School Board policy, leasing procedures and insurance requirements
- Prepares and presents training of correct procedures, processes and policies to school district staff and organizations at various workshops
- Performs other work as required

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED. Licensed Real Estate Agent with five (5) years experience in real estate sales or property management and experience and working knowledge of Pinellas County Schools policies and procedures; or an equivalent combination of education, training and experience.

PREFERRED:

Licensed Real Estate Agent/Broker.

ISSUED: 12/98 MW; BOARD APPROVED: 1/13/88, REVISED TITLE, MF, D&Rs, & MQ: 11/09 RAS;
BOARD APPROVED: 12/08/09

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

REAL ESTATE LEASING ANALYST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				