

**EPORT OF BENTON, WASHINGTON  
CLASS SPECIFICATION**

**Director of  
Real Estate 2024**

<u>DEPARTMENT</u>		<u>FLSA STATUS</u>	
Director of Real Estate		Exempt	
Salary Band Min.	Salary Band Mid	Salary Band Max	
Grade 18 \$102,573	\$112,830	\$123,087	
Grade 19 \$108,943	\$119,837	\$130,732	
Grade 20 \$115,614	\$127,176	\$138,737	

**CLASS SUMMARY:**

This full-time position is responsible for working closely with the Executive leadership and other Port staff in promoting the business and economic development interests within the port and community. Performs a variety of administrative, technical and professional work in preparation and implementation of the port's assets and real estate. This position is primarily focused on asset management of the Port's real estate portfolio, and support of the day-to-day operation and maintenance of all Port facilities including airport, industrial parks and facilities. Provides planning direction and strategies to meet the economic development and asset management goals of the port.

This position will include working with all noted departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. This position is a direct report to the Executive Director.

**ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**FREQUENCY**

Administers leasing activities for the Port's properties, which includes: preparing lease abstracts; maintaining and updating tenant database; reviewing of rent charges; reviewing status of lease security and insurance requirements; investigating and resolving complaints; inspecting lease agreement, security deposit, and insurance requirements. Inputting data into the Voyager System to support asset management.

Daily  
20%

Provides professional real estate advice, assist in the application and permitting process, and serves as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the Port.

Daily  
20%

Administers process for Port property; conducts market analysis and establishes lease rates and terms; conducts lease negotiation; ensures compliance with laws, Port policy, and permitting requirements.

Daily  
10%

Develops and implements property management strategies; analyzes financial data and identifies trends; recommends future development and facilities maintenance programs; and recommends capital investment.

Weekly  
10%

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Establishes and maintains professional relationships with business, community and government leaders; maintains liaison with public and private agencies, state and federal agencies, industrial and economic development partners, chamber of commerce, appraisers, contractors and realtors.	Weekly 10%
Provides input and support in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, to respond to requests for information for economic development purposes/prospects, and the coordination with other departments and agencies as needed.	Monthly 20%
Prepares, maintains, reports on, and distributes a variety of records, reports, statistics and other materials.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	N/A

**TRAINING AND EXPERIENCE:**

Bachelor's degree in Real Estate, Economic Development, Facilities Management, Project Management, Finance, Accounting or Business Administration, and five (5) years of commercial or industrial property management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**LICENSING/CERTIFICATIONS:**

- None.

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**KNOWLEDGE OF:**

- Real estate and property management principles, practices, and procedures;
- Building leasing principles;
- Supervisory principles;
- Training principles and practices;
- Applicable maintenance, repair and installation principles and methods;
- Construction and project management principles;
- Preventive maintenance practices;
- Safety procedures;
- Capital investment principles, practices, and procedures;
- Communications and public relations theories and principles;
- Budgeting principles;
- Financial analysis techniques;
- Strategic planning and Economic Development principles;
- Contract development practices and administrative requirements;
- Bidding process;
- Customer service principles;
- Applicable Federal, State and local laws, rules, and regulations;
- Report preparation techniques;
- Record keeping principles and techniques;
- Computers and related software applications.

**SKILL IN:**

- Managing real estate leasing processes;
- Conducting negotiations;
- Presenting information and responding to questions from groups of managers, clients, customers, and the general public;
- Planning, coordinating, and evaluating projects;
- Monitoring legal and regulatory changes;
- Supervising and evaluating employees;
- Developing and administering budgets;
- Coordinating activities with external agencies and internal departments;
- Analyzing problems/processes and making recommendations for improvement;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Interpreting and applying applicable laws, rules, regulations, policies and procedures;
- Compiling, analyzing, and summarizing information;

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- Maintaining confidentiality;
- Preparing reports and maintaining records;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASS HISTORY INFORMATION:**

Date: (10/01/2015)