

**PORT OF BENTON, WASHINGTON
CLASS SPECIFICATION**

Real Estate Manager

<u>JOB FAMILY</u>		<u>FLSA STATUS</u>	
Administration		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	

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 Director of Economic Development.

BENEFIT INFORMATION:

Mandated Benefits. The Port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following: Social Security (FICA) insurance, Industrial insurance/Workers Compensation coverage, Unemployment compensation, Military leave (based on both federal and state requirements), Pregnancy disability leave, Family and Medical Leave Act (FMLA) of 1993, The Family Care Act (FCA) of 2002, The Washington Paid Family & Medical Leave Act (2020).

Additional Benefits for Employees. The following benefits shall be administered consistent with Port eligibility requirements.:

- The following paid leave plans shall be administered: Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year. Holidays. The port shall observe the following eleven (11) holidays: New Year's Holiday, Martin Luther King, Jr., Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Native American Heritage Day (the day after Thanksgiving), Christmas Day.
- Bereavement Leave. Time off to attend or plan for funeral or memorial services of a close family member. Additional details are described within the Port's Personnel Policy. Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency. Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
- Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS). Retirement benefits will be administered consistent with applicable

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Washington state laws.

- Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute all documents and to take all action necessary to implement such an arrangement.
- Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:
- Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects. Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction. The Port retains the right to modify or terminate healthcare benefits.
- Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows: Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.
- Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
- Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- Flex Time and Alternative Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer workdays combined with a non-workday each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.
- Deferred Compensation (DCP). The Port of Benton will match up to 4%, any employee contributions to a Deferred Compensation Program (for example, if an employee contributes 2%, the Port will match 2%).

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department. The Real Estate Manager is responsible for managing the Port's real estate portfolio, focusing on leasing activities, lease compliance, and property management. This role ensures that all leasing processes align with legal, financial, and operational standards while supporting economic development initiatives.

Leasing Administration activities for the Port's properties, which include:

- Preparing lease agreements, abstracts, amendments and assignments.
- Maintaining and updating tenant database and lease records.
- Conducts market analysis and establishes lease rates and terms.
- Conducts lease negotiation in compliance with laws, Port policy, and permitting requirements.

Lease Compliance:

- Monitor rent charges, security deposits, and insurance requirements.
- Ensure adherence to lease terms and resolve/investigate tenant issues promptly.
- Conduct regular inspections to verify compliance with agreements.
- Inputting data into the Voyager System to support asset management.

Property Managements:

- Develop and implement property management strategies.
- Analyze financial data to identify trends and recommend improvements.

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- Coordinate maintenance and capital investment planning.
- Administers process for Port property

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

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

Stakeholder Engagement:

- 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.
- Engage with key partners in the regional commercial real estate industry on an ongoing basis to maintain situational awareness and identify opportunities and challenges that may impact our work.

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.

Reporting & Analysis:

- Prepares, maintains, reports on, and distributes a variety of records, reports, statistics, and other materials.
- Support strategic planning and economic development initiatives.

Other:

- Performs other duties of a similar nature and level as assigned.

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:

- Real Estate Licensing/Certification is preferred.

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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;
- 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.

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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.

Port office hours Monday-Thursday 7-4:30, Friday 7-Noon.

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: (12/05/2025)