



Manager, STAR Center

Category: Exempt
Pay Grade: E28
Job Code: 13266

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible technical, administrative, and supervisory work with delegated authority for managing, marketing and leasing the Young-Rainey Science, Technology and Research (STAR) Center. Work involves planning, directing, supervising and reviewing the work of subordinate operations and administrative personnel engaged in a wide variety of building operations, maintenance and capital improvement functions. Responsibilities also include management of administrative activities relative to property management, leasing, marketing and promotion, contract administration, purchasing, personnel, payroll, budget development and monitoring, accounts payables/receivables, and environmental permits. This position exercises considerable independent judgment and initiative exercised in carrying out the daily operations of the STAR Center and in interactions with government and private agencies as well as tenants. Actions taken include decisions on tenant relations, lease obligations, legal consequences, priorities, schedules, and operating budget. This position reports to the Division Director of Facilities & Real Property, Department of Administrative Services.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Coordinates all administrative and technical work in any and all phases of the day-to-day operations of the STAR Center;
- Oversees all financial and operational systems: Accounts receivables including rent, utility, and ad valorem taxes; accounts payables, P-card approvals, and purchase requisitions; contract and lease negotiations; annual occupancy, square footage and tenant rental reporting to Property Appraiser and Tax Collector; and, verification of sales tax reporting to the Department of Revenue;
- Prepares, manages, and monitors STAR Center operations and capital budgets;
- Plans, organizes and reviews the work of subordinates and supervises the activities of personnel engaged in various functions in order to support the day-to-day operations of the STAR Center and ensure effective and efficient delivery of services and lease obligations to its tenants;
- Assigns, coordinates, and reviews STAR Center maintenance functions and projects while providing technical guidance to staff personnel in the development of projects, maintenance issues, and energy management;
- Coordinates inspections of STAR Center buildings to determine asset condition and maintenance requirements; schedules maintenance projects and capital improvements;
- Develops and implements operational and procedural plans and policies;
- Promotes and markets the STAR Center to achieve and maintain occupancy rate targets;
- Serves as STAR Center's point person responsible for formal and informal communications, resolution of tenant and contractor disputes, and familiarity with tenant products and operations to promote synergy with prospective tenants;
- Negotiates lease terms with prospective tenants and lease renewals with existing tenants;
- Negotiates, writes, and interprets real estate lease and license agreements, addendums, and amendments;

- Participates in the design and renovation of STAR Center facilities including tenant improvement work in collaboration with the building engineer and facility manager;
- Responsible for the renewal, compliance, updating and reporting of various environmental permits;
- Implements policies to meet the terms of environmental permits and all other federal, state, and local regulations, and assures that employees and tenants comply with all rules and regulations;
- Oversees STAR Center construction activities through consultation with engineers, contractors, administrative personnel, tenants, and STAR Center employees;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree with major coursework in engineering or public or business administration and five (5) years of experience in the administration/supervision of general maintenance and repair of commercial buildings, including three (3) years of experience in the management and leasing of commercial property; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of modern techniques, methods, procedures, and practices of all phases of real property management, marketing/promotions, facility administration, and of finance, personnel, business administration, and the ability to apply them;
- Knowledge of real estate law, legal documents and procedures related to leasing and management of property;
- Knowledge of business and organizational principles and problems associated with STAR Center operations;
- Knowledge of maintenance management, energy management, inventory control, and asset management;
- Knowledge of County policies, procedures, and practices;
- Knowledge of standard building codes and national fire codes;
- Knowledge of the areas of budgeting, contract administration, real estate, insurance, maintenance, and repair procedures essential to the upkeep of buildings;
- Knowledge of facility and utility systems and equipment supporting the STAR Center infrastructure including life safety, fire protection, ADA, and air quality;
- Knowledge of project management methods and practices, capital planning and budgeting for facilities, including data processing applications for project tracking and reporting;
- Ability to apply computer applications and software;
- Ability to use independent judgment and act in emergencies;
- Ability to plan, assign, review, and supervise work of subordinates;
- Ability to plan, direct, and coordinate various activities and to use tact and diplomacy in dealing with County officials, department heads, other government agencies, tenants, and the general public;
- Ability to interpret current and proposed legislation, rules, and regulations and negotiate, write, and develop agreements and contracts;
- Ability to negotiate, write and develop real estate lease and license agreements and contracts;
- Ability to express oneself clearly and concisely, orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.