

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Lease Manager		
<b>Job Code:</b>	MG1421	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	06/17/2015
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	09/10/2020

### GENERAL SUMMARY

Plans, directs and manages the lease of real property interests, which include land, facilities, and oil and gas minerals, of the City and City corporate properties. Coordinates activities with other departments and outside agencies; and provide administrative support to senior management.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes and implements goals, objectives, procedures and budget to provide services required for effective management of City and City Corporate owned real property assets, which include, land, facilities, and minerals, to ensure compliance with lease terms.
3. Analyze and interpret complex real estate industry trends and market data to maximize occupancy and rental revenue of properties; negotiate, construct, review and interpret complex property lease contracts, renewals, extensions, and licensing of improved and unimproved City properties; ensure tenant compliance with contractual obligations.
4. Abstracts and maintains record of City leased facilities, creates schedules to ensure timely lease renewals and extensions, pursues the collection of delinquent rental payments, and reviews expense reports submitted by third party management companies for accuracy and compliance with contracted terms.
5. Acts on behalf of the City and corporate entities to negotiate and resolves oil and gas lease, mineral management and real property title issues; drafts terms and documents for legal review. Manage and oversee the major financial aspects of the development of City and City Corporate entity mineral interests; which include gas production revenue tracking, expenditures and reporting activities.

6. Assists the City Attorney's Office and outside counsel to represent the City and City Corporations in lawsuits by and against the City; and represents the City and assists in royalty audits of oil and gas companies.
7. Prepares bid documents and specification; reviews bids received; and recommends award or rejection of bids to City Council.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Real Estate, Oil and Gas and Contract law.
  - Operations, services and activities of gas well lease management and negotiations.
  - Commercial property leasing principles and management practices.
  - Management business practices, principles, functions and processes.
  - Laws and regulations related to the leasing of improved and unimproved real property interests, and mineral rights.
  - Principles and practices of contract administration.
  - Operational characteristics, services and activities of assigned program area including administrative, financial, human resources, or operations functions.
  - Advanced principles of municipal budget preparation, analysis, forecasting and control.
  - Principles of supervision, training and performance evaluation.
  - Principles and practices of business administration and human resources management.
  - Principles and practices of municipal accounting and budgeting.
  - City administrative and regulatory procedures and policies.
  - Departmental procedures, policies, and rules.
  - Methods and techniques used to conduct a variety of analytical studies.
  - Methods of research, program analysis, and report preparation.
  - Management business practices, principles, functions and processes.
  - Trends and current development of management theory.
  - Organization objectives, procedures, policies and regulations.
  - Principles and procedures of record management.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent Federal, state and local laws, codes and regulations.
  - Oil and gas lease document and market.

- City policies, financial management statements/systems, gas drilling ordinances and City Charter.
- **Skill in:**
  - Basic mathematics.
  - Negotiation and consensus building.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Prepare and implement a budget.
  - Analyze trends and make sound judgements and recommendations.
  - Lead, collaborate and influence.
  - Research, analyze, and evaluate programs, policies, and procedures.
  - Recognize organizational and operational deficiencies and recommend corrective actions.
  - Plan and supervise research projects regarding city functions and operations.
  - Implement new policy and programs effectively.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Recommend and implement goals and objectives for providing effective services.
  - Apply practices, theories, techniques and management methodology to assigned area.
  - Analyze problems, identify alternative solutions and project consequences of proposed actions.
  - Identify and respond to issues, concerns, and needs.
  - Coordinate and administer budget process for assigned department or division.
  - Prepare, evaluate, administer and monitor professional contract services.
  - Interpret, explain and apply city and departmental policies and procedures.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's Degree from an accredited college or university with course work in Real Estate, Public Administration, Business Administration, Accounting or related field and five years of increasingly responsible and complex management experience in the public or private sector with property and mineral lease management activities, including two years of direct supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas driver's license

Possession of, or ability to obtain, a Notary Public Certificate

Possession of appropriate Real Estate License issued by the Texas Real Estate Commission.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. 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.