

GREATER VICTORIA HARBOUR AUTHORITY

JOB DESCRIPTION

POSITION: Property Administrator

DEPARTMENT: Finance

Position Summary:

The Property Administrator is responsible for all administrative functions involved in the preparation of licenses, leases and contracts issued by GVHA. The focus of this position is customer service and the ongoing maintenance of GVHA's property portfolio.

Organization:

This position reports to the Manager of Finance and Property.

Accountabilities:

- Prepares the commercial terms and conditions for property services lease and licence agreements, amendments, surrenders, rent reviews, easements and other agreements for the use of GVHA property according to parameters set by the board of directors, GVHA policies or other
- Responsible for the due diligence prepared to enter negotiations and provides support for the final negotiation process
- Carries out market rental surveys for the property services business lines, commissions and reviews independent appraisal reports. Communicates conclusions to Operations Team. Prepares routine valuation reports, rental proposals and market rate charges
- Prepares written submissions in support of decision making regarding lease, licence rent reviews, commercial pricing policies, real estate regulatory requirements and approval processes. Provides real estate input into any GVHA projects requiring regulatory process approvals
- Reviews property agreements for completeness and accuracy. Leads the development and maintenance of a GVHA property management system and is accountable for the collection of overdue rental accounts in accordance with GVHA policies, guidelines, and practices
- Coordinates the inspection and reporting of tenant activities on GVHA properties, tenant improvements, including new construction and alterations to ensure compliance with agreement terms and current property zoning
- Monitors lease/licence compliance with regular site visits

- Maintains client relations and city relations particularly for property related issues
- Reviews business proposals and makes recommendations to Leadership Team
- Anticipates issues/challenges related to property decisions and relays to the appropriate teams and/or individuals along with the recommended solutions

Working Conditions:

- Office environment
- Frequent field visits and meetings with clients
- Evenings and weekends as required
- May be required to make presentations
- Potential for encounters from irate or frustrated customers or the public

Experience and Education:

- Diploma in property management preferred
- Minimum 2-3 years experience managing commercial property
- Minimum 2-3 years administering commercial contracts and/or legal agreements
- Proficient in MS Office

Knowledge, Skills, and Abilities:

- Sound knowledge of relevant legislation and regulations including the Land Titles Act and local government acts; municipal bylaws, the rezoning process, and regulations related to property issues, and GVHA Policies and Procedures, permitting process
- Ability to develop and maintain effective working relationships with groups and individuals with diverse or competing interests or diverse perspectives in both the public and private sectors
- Ability to manage and organize workload and concurrent projects while taking into consideration changing priorities and deadlines, emerging issues, impact of decisions, and competing and conflicting demands
- Ability to exercise tact, judgment, discretion, confidentiality and flexibility in project delivery
- Ability to develop and maintain honest and respectful relationships that help fulfill the expectations and needs of stakeholders
- Demonstrated team player
- Ability to be client oriented and to exchange information, and deliver innovative solutions to customers in a timely, professional manner
- Ability to provide concise and accurate information orally and in writing, including reports, presentations and correspondence in a language suitable to the audience