

DGS Leasing Agent

JOB SUMMARY

The employee in this class executes the Best Practices of real estate industry principles and practices, within the state-approved formats and procedures for professional real property lease acquisition for client focused relationships with State agencies, property owners, investors, and external asset managers.

EXAMPLE DUTIES AND RESPONSIBILITIES

1. Serves as the Subject Matter Expert and Primary Point of Contact internally and externally for the acquisition, of leased real property on behalf of the State for a designated territory or region.
2. Creates and the extensive documentation required for public procurements in compliance with State policy, law, and procedure.
3. Submits working procurement files for legal compliance review and obtains the required documentation, which will subsequently become public record. Operates within the bounds of policies, procedures, and applicable laws; and assists in developing new policies as needed.
4. Writes Requests for Proposals for advertisement. Review, quantify, and analyze the economics of each proposal. Develop detailed comparative economic analysis of the proposals from which recommendation to award is based in the best interest of the State.
5. Estimates costs of space renovations to suit, tenant improvements, utility expenses, moving expenses, furniture costs of bid proposals received
6. Negotiates with proposed lessors within the confines of public procurement all deal points and lease terms for the best interest of the state.
7. Oversees the preparation and execution of lease contracts for real property utilized by state agencies.
8. Responsible for creating and maintaining the extensive documentation for each procurement in assigned territory/region and tasked to document and track all related procurement events such as milestones achieved, actions taken, and conversations held in digital and paper records management
9. Prepares detailed and timely comparative market analyses and lease comp reports and special projects as assigned.
10. Presents real property proposals and reports to commissioners, directors, boards and executives in the real estate industry.

11. Reviews space requests; develops office strategies; and consults with agencies on their requirements (amount, type, layout and location of space). Assist agencies in developing space specifications.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a bachelor's degree in Finance, Economics, Business Administration, Real Estate, or related area and three (3) or more years of experience in commercial real estate leasing, negotiation, space planning and management, appraisal/closing diligence, contracts, and finance.

To apply, submit a cover letter with salary requirement, references, and resume to:
DGSHR.Services@tn.gov

The State of Tennessee, Dept of General Services, is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-253-3966.