

PROPERTY FACILITATOR

CLASS SUMMARY

Under direction, performs duties to assure the day-to-day operations of the Business and Industry Services Center business incubator program. Performs work connected with managing the property for tenants, including the physical plant and associated duties.

REPRESENTATIVE DUTIES

Manages the day-to-day operations of the BISC building; negotiates lease agreements within the established lease structures; markets and leases available suite space; resolves tenant/landlord issues or identifies alternatives; invoices, receives, and records lease/rent payments and charges for photocopying, fax, and other services; assure the on-going operation of the physical plant of the building, including air conditioning, plumbing, electrical, telephone, and office equipment; coordinates and assure liaison between the BISC and the City of Santa Ana, Rancho Santiago College, and the general public with respect to the physical plant of the building and the BISC facility.

ORGANIZATIONAL RELATIONSHIPS

Assignments will be made by the Director of Contract Education or designate.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Knowledge and experience of the principles of property management, and principles of marketing and leasing of property; knowledge of tenant/landlord issues, problem-solving methods and approaches, basic knowledge of physical plant of the building, basic principles of business, and business management.