



**Code: 1665**

Family: Planning and Urban Development  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Real Estate and Legal

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## **CLASS TITLE: CHIEF LEASING AGENT**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, prepares and administers rental agreements between the City and airport tenants, and performs related duties as required

### **ESSENTIAL DUTIES**

- Meets with prospective airport tenants to discuss anticipated flight schedules, review and determine space and usage needs
- Explains leasing procedures, departmental policies, and applicable federal and municipal regulations
- Provides information to perspective and/or new entrant carriers requesting signatory status
- Calculates tenants' monthly rental costs based on established lease rates, square footage, and length of the agreement
- Reviews tenants' contracts with ground handlers and airport system management organizations to ensure compliance with departmental policies and the tenant's agreement with the City
- Reviews economic disclosure statements from prospective tenants to identify ownership and to avoid conflict of interest problems
- Reviews sub-leases between airport tenants to ensure the original tenant remains liable for the conditions of the original lease agreement with the City
- Calculates security deposit amounts for "landing agreement only" carriers based on landings, weight, type of aircraft, and established rate schedules
- Negotiates new lease agreements, prepares lease agreement documents, and submits them to the Law Department and the tenant for approval
- Negotiates and processes right of entry with various tenants
- Prepares the lease package and City ordinance for review and approval by the City Council
- Prepares and updates billing instructions and submits them to the Finance Department for monthly invoicing
- Prepares summary reports and documentation (e.g., status of lease agreements, leasehold tax compliance)
- Reviews and adjust leaseholds via amendments and prepares exhibit and billing instructions
- Inspects terminal space to ensure tenants' compliance with terms of lease agreements
- Monitors and tracks tenants' property insurance agreements to ensure uninterrupted coverage during the terms of lease agreements
- Responds to inquiries from various entities (e.g., airport tenants, Department of Law, outside counsel, Freedom of Information Act, website) regarding lease agreements and related litigation and bankruptcy issues
- Oversees the maintenance and update of lease agreement files and prepares related reports
- Reviews and makes recommendations on requests for proposals (RFPs) and requests for qualifications (RFQs) to solicit consultant work and monitors the division's consulting contracts to ensure work is completely timely and on budget

- Assists in the preparation of the Division's annual leasing budget
- Reviews construction drawings and buildouts to determine leasehold impact

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Graduation from an accredited college or university with an Bachelor's degree in Business Administration, Real Estate Management or a directly related field, plus two years of experience in real estate management or contract preparation; or an equivalent combination of education, training and experience

### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Considerable knowledge of:

- \*terms and conditions applicable to lease agreements
- applicable federal, state, and local laws, regulations, and guidelines and the impact on City ordinances, including the City building code

Moderate knowledge of:

- \*applicable mathematical principles and applications
- \*applicable computer software packages and applications
- \*generally accepted real estate principles, practices, and procedures
- \*data analysis, including database management and report preparation and writing
- \*research methods and techniques

Some knowledge of:

- \*property appraisals, surveys, and title searches

Knowledge of applicable City and department polices, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Leasing Agent class

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INSTRUCTING - Teach others how to do something
- \*NEGOTIATION - Bring others together and trying to reconcile differences
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Leasing Agent class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Leasing Agent class

### **Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Leasing Agent class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2017