



# Port of Skagit

## Job Description

Position: Leasing Administrator  
Reports to: Director of Planning and Development  
Direct Reports: None  
FSLA: Exempt - Regular / Full Time  
Wage Range: \$70,000-85,000 per year  
Last Update: February 2024

### **BASIC JOB PURPOSE / SUMMARY:**

The Leasing Administrator serves as a key participant on the Port's Real Estate Team and manages the Port's leasing portfolio including buildings and land. The Leasing Administrator handles tenant relations and manages the administrative, legal, and promotional elements of the Port's real estate program.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Implement the Port's Promise, Mission, and Vision. Exhibit the Port's values, behavioral and leadership expectations including truthfulness, integrity, and teamwork.
2. Produce and maintain all lease documents with support as needed from legal counsel and in coordination with the Director of Planning and Development.
3. Prepare leases, lease amendments, terminations, estoppel certificates, tenant correspondence and other lease or tenant-related documents.
4. Develop and maintain all lease files.
5. Act as primary point of contact for Port tenants and prospective tenants.
6. Proactively communicate with other Port staff on leasing matters and tenant-related concerns with a goal to solve problems and facilitate positive outcomes efficiently.
7. Support Director of Planning and Development in developing and furthering the Port's economic development outreach initiatives including in collaboration with the Economic Development Alliance of Skagit County and other community partners in identifying and recruiting businesses to Skagit County.
8. Provide basic real estate and financial analysis when needed to support Port leadership and Commission in making business decisions.
9. Generate and maintain key performance indicators for the Port's real estate program including tracking inquiries and prospective tenants and managing the tenant census data collection effort.
10. Contribute to the Port's annual operating and capital budget planning efforts.
11. Engage with key partners in the regional commercial real estate industry on an ongoing basis to maintain situational awareness and identify opportunities and challenges that may impact our work.
12. Represent the Port at public meetings and with public and private partners.
13. Perform other duties, responsibilities, and special projects as may be required.

### **WORKING CONDITIONS:**

Work is performed primarily indoors. The majority of work will be performed sitting at a desk, operating a computer, phone and other related office equipment. Typically, the noise level in the work environment is moderate; however, there may be exposure to loud noises, fumes, and other nuances due to industrial, aviation or marine activities when visiting port tenants.

### **PHYSICAL REQUIREMENTS:**

This position requires the ability to hear, speak and understand the spoken word in order to respond promptly to calls for assistance, to answer telephones, and to be able to communicate clearly. Must have dexterity and manual skills required to operate the keyboard of a computer terminal, assemble, and retrieve files from the file cabinets and drawers, operate a multi-line phone system, copy/fax machine and other related office equipment, and the ability to read maps, drawings and other related project materials. This position also requires the ability to operate a motor vehicle and to physically maneuver on foot through various types of terrain (asphalt, gravel, woodland, wetland, and uneven surfaces) in the environment.

### **WORK PERFORMED**

Examples of projects include coordinating with legal counsel, leadership, and tenants to prepare and retain lease and/or tenant related documents, preparing and analyzing financial records related to basic real estate, and communicating and liaising with key partners in regional commercial real estate.

Type of equipment: Computer terminal and related equipment, software such as Word, Excel, and other computer-based or internet-based systems.

### **TRAINING, EDUCATION, EXPERIENCE & RESPONSE TIME REQUIREMENTS**

**Formal Education:** Two-year degree or equivalent in real estate, business, legal, finance or related field.

**Work Experience:** Five (5) years minimum in real estate, business management, and/or legal fields.

### **Training/Certification/Licenses:**

Valid Washington state drivers' license (must be insurable)

### **Computer & Other Skills:**

- Must be able to operate, maintain and create emails, documents and other programs associated with the position.
- Microsoft office basic knowledge and experience required.
- Customer Service and clear communication skills are necessary.

### **BENEFITS**

The Port of Skagit offers a comprehensive benefits package, including:

- Medical, Dental, Vision, and Life insurance
- WA State (PERS) Retirement Plan

- Deferred Compensation Plan
- Employee Assistance Program (EAP)
- Paid Holidays, Vacation, and Sick Time
- Wellness Program, including applicable reimbursements.
- Employer provided uniforms and generous boot allowance, if applicable to position.

Employee:

Effective Date:

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Approved:

Effective Date:

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