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## Auburn University Job Description

Job Title: **Dir, Real Estate**

Job Family: No Family

Job Code: **EA73**

Unclassified

FLSA status: Exempt

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### Job Summary

Directs and oversees the corporate real estate activities of Auburn University.

### Essential Functions

1. Directs the university's corporate real estate activities. Negotiates business terms for the acquisition or disposition of real estate and all off-campus leasing, both as landlord and tenant for the University. Negotiates or supervises the negotiation of the business terms for the disposition of all gift property including real estate received through estate or trust proceedings.
2. Selects, recommends and supervises real estate brokers and appraiser, as required, to represent the university in the acquisition or disposition of real estate, in all off-campus leasing and in disposition of gift property.
3. Develops and implements policies, procedures and short and long-term strategic plans to enhance departmental operations. Analyzes a variety of real estate data to identify trends, patterns and practices in the market to present information, results and recommendations.
4. Obtains and reviews due diligence information for the acquisition of real estate for the university including environmental survey, physical survey, physical condition report, structural engineer report and title report.
5. Works collaboratively with other Auburn University entities in connection with the acceptance, acquisition, and disposition of real property gifts, real estate, and off-campus leasing.
6. Supervises the administration of all off-campus leases including lease payments, consumer price index (CPI) adjustments and all landlord-tenant issues through the term of the lease and the University's portfolio of mineral interests.
7. Supervises the management and administration of the documents of ownership for all related assets and the preparation of a quarterly or semi-annual Real Estate Report
8. Oversees all matters pertaining to the university's real property taxes including the filing of the tax exemption documentation and the payment of real property taxes for all University-owned property.
9. Serves as technical expert for the university community concerning property sales, development and management operations, services, programs and/or projects.
10. Develops and administers department budget, oversees installation, administration, maintenance and continuing development of the department's information processing systems and ensures compatibility with university systems.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Juris Doctorate	Juris Doctor (J.D.) degree required
<b>Experience (yrs.)</b>	5	Experience in real estate development.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of Alabama real estate laws, State and Federal contract guidelines, accounting principles, and zoning ordinances.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/8/2011

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