

POSITION NUMBER: 0041037

UF CLASSIFICATION: Operations Specialist II

WORKING TITLE: Real Estate Specialist

DEPARTMENT: Office of Real Estate 51020000

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

This position is in the Office of Real Estate (ORE) and will be responsible for working with the Assistant Vice President and Assistant Director in managing the real estate portfolio that provides long term benefit to the University of Florida, including its colleges, departments, and affiliates.

ORE supports the mission of the University of Florida and its affiliates. The office is responsible for acquisitions and sales of real estate; formulation of real estate strategies; negotiation of real estate transactions; property management; marketing existing and future University of Florida real estate/land developments; managing and tracking existing assets; overseeing state land issues; and executing on the real estate aspects of economic development initiatives.

This critical position will perform a variety of the activities undertaken by ORE and be exposed to multiple real estate functions and disciplines within a fast-paced environment.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

[Note: in compliance with the Americans With Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

[50%] - Real Estate

Collaborate with real estate personnel and the Office of General Counsel to draft agreements, amendments, and related documents. Provide support on lease assignments, CAM billing, and operational reconciliations. Facilitate real estate acquisitions and dispositions, encompassing research, drafting of business terms, document review, and presentation preparation for the University Board of Trustees, provost, and other stakeholders.

Provide guidance and support to various University departments with off-campus real estate needs, outlining the lease process, and communicate realistic timelines. Assess lease requests, coordinate tasks to the appropriate team member, and ensure timely completion. Coordinate distribution and database entry of relevant documents upon lease finalization, along with providing guidance to departments on purchase order entry.

Accurately prepare leases, agreements, amendments, reports, and other documentation, involving research, validation, data analysis, and communication of results. Facilitate tenant-landlord communication and lead property tours for potential tenants. Contribute to the upkeep and management of the STARS Real Estate database and compile various real estate and financial monthly reports.

[20%] – Innovation Square

Collaborate closely with ORE staff to execute property management tasks, including maintenance requests, parking, construction, and tenant improvements. Maintain close communication with the facility team to ensure smooth operations. Preparation and review of leases, amendments, and

licenses for properties owned by Innovation Square, LLC / University of Florida Development Corporation (UFDC), updating financial models, stacking plans and rent rolls as necessary.

Support the AVP in preparing budgets for UFDC/Innovation Square and assisting in quarterly re-forecasting. Review monthly financial statements provided by the accounting team and authorize expense payments via the accounting module. Participate in the annual UFDC audit, including timely research and collection of data requested by auditors.

[20%] Research and Administrative

Provide research and administrative support to ORE and UFDC/Innovation Square as needed, including support for ORE staff when necessary. Tasks may encompass real estate related research utilizing CoStar and other online resources, fiscal responsibilities, approving time and labor, arranging meetings, providing office coverage, and performing various clerical tasks as required.

[5%] State land Management

Work creatively with internal stakeholders on land issues affecting state owned land, such as easements, rights of entry, licenses, environmental issues, and other related real estate needs.

[5%] Special projects as assigned.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each marginal function and assign a percentage based on the amount of time spent on that function. Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

None

SUPERVISION

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

This position will report to and work closely with the department AVP and the Real Estate Operations Manager. The Office of Real Estate is a small organization so the ability to prioritize and manage multiple projects simultaneously while maintaining an attention to details will be required.

This position will not have any direct reports however will supervise Student Assistants/Interns in conjunction with the Real Estate Operations Manager.

NORMAL WORK SCHEDULE

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift rotations, seasonal extended hours, travel, etc.)

Monday – Friday, standard work hours. Responsibilities will require occasional evening or weekend hours.

EDUCATION, TRAINING, AND EXPERIENCE

Minimum Qualifications:

Bachelor's degree and five years of relevant experience, or an equivalent combination of education and experience. Bachelor's degree is preferred but not required.

Preferred Qualifications:

Knowledge of Microsoft Office (Word, PowerPoint, Excel, etc.) is required, real estate transactional experience and basic web / research skills desirable.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

N/A

◇ THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER CHARACTERISTICS OF THE POSITION

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

The operations of this office are fast-paced and high-profile, and the immediate priorities are frequently subject to change. Accordingly, this position must be flexible and perform with professionalism, efficiency, diplomacy, and sensitivity.

POLICY MAKING AND/OR INTERPRETATION.

The position is responsible for staying abreast of UF policy changes that impact the Office of Real Estate, University of Florida Development Corporation, and Innovation Square, LLC.

PROGRAM DIRECTION AND DEVELOPMENT.

None

COMMUNICATION

Statement of internal and external business contact, including frequency and scope.

This is a highly visible position requiring frequent contact with the public; the University community, officers, faculty, staff, and students; University business partners; and representatives of community organizations and governmental agencies.

MONETARY RESPONSIBILITY.

Amount and consequence of error.

None

STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

This position is frequently privy to matters of a highly sensitive and/or confidential nature.

CREATIVITY, STRATEGY AND LEADERSHIP.

N/A

EMPLOYEE AND SUPERVISOR INFORMATION:

EMPLOYEE NAME:

IMMEDIATE SUPERVISOR:

Theresa Jones, Real Estate Operations Manager

REVIEWING AUTHORITY NAME AND TITLE:

POSITION CHANGE ACTION

Indicate specifically how this position has changed since it was last updated.
If requesting a reclassification, include a full justification for the requested title.