



## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post: U.S. Consulate Guadalajara	2. Agency: Department of State	3a. Position Number 312803 A52503
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes  No

4. Reason for Submission

a. Redescription of duties: this position replaces  
 (Position Number) \_\_A52-611\_\_ , (Title) Maintenance Engineer (Series) 1205 (Grade) \_\_FSN-10

b. New Position

c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Supervisory Realty/Leasing Assistant, 820	FSN-9		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Supervisor Realty/Leasing Assistant	7. Name of Employee Name
8. Office / Section GSO	a. First Subdivision NA
b. Second Subdivision NA	c. Third Subdivision NA

9. This is a complete and accurate description of the duties and responsibilities of my position  <u>Name</u> Printed Name of Employee  _____ Signature of employee  _____ Date _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  <u>Name</u> Printed Name of Supervisor  _____ Signature of Supervisor  _____ Date _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  <u>Name</u> Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head  _____ Date _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer  _____ Date _____ Date (mm-dd-yyyy)
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**13. Basic Function of Position**

The Housing and Leasing Supervisor is responsible for the day-to-day management of the Housing and Leasing Unit in the General Services Office which is responsible for leasing, payment processing for lease and building operating expenses, land lord maintenance requests and management of the assignment and make ready process for the Housing Portfolio. The supervisor oversees the development of the property portfolio, consisting of short-term lease (STL) housing units for the housing inventory, commercial buildings, warehouses, and offices as required.

The incumbent oversees and ensures that all lease payments, building operating expenses, landlord deductions and inflationary adjustments are executed in a timely manner consistent with the terms of the contract. The incumbent assists the General Services Officer (GSO) in proposing housing assignments to the Interagency Housing Board for approval. Incumbent liaises with local government officials for all matters pertaining to local real estate law. Finally, the incumbent ensures landlord compliance with contractual terms as well as post policy as it relates to maintenance and repair. The incumbent directly supervises the Realty Assistant, the Housing Assistant/Lease Payments Specialist, the Residential Inspector/Maintenance Coordinator and indirectly the Work Order Clerk, Residential Electrician, Plumber, Trades Helper and HVAC technician. Incumbent reports directly to the General Services Officer.

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**14. Major Duties and Responsibilities**

A) Supervisory Responsibilities: 30%

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1) Responsible for reviewing and managing the performance of three LE Staff directly and five indirectly including preparation of Employee Performance Reports (EPR), Work Development Plans (WDP), Training and development plans, Performance Improvement Plans and Performance Discussion Summary (PDS) as appropriate in a timely manner.

2) Exercises direct supervision over and monitors the make ready process to ensure the property portfolio is adequately sized, ensuring that inbound staff have suitable quarters available upon arrival, with a targeted performance of less than 5% of new arrivals going into a hotel for less than 30 days.

3) Reports weekly status updates to the GSO on the volume and status of all landlord requests, updates on monthly payments and leasing actions and targeted properties for inbound and outbound employees.

4) Serves as the liaison between the Embassy and all Landlords and condominiums where the U.S. Government occupies properties to resolve disputes, or problems which were not resolved at a lower level; will attend condominium meetings or send the Realty Assistant as his or her delegate.

5) Works closely with the Financial Management Center (FMC) to prepare quarterly budget evaluation of lease hold accounts.

6) Directs the drafting of office correspondence pertaining to the Mission real property program.

7) Ensures the quality of repairs to all residences.

B) Portfolio Development: 25%

1) Constantly reviews the evolving needs for residential housing, ensuring the necessary leasing actions are underway to secure an appropriate mix of houses and apartments in a timely manner, avoiding the need for temporary quarters.

2) Conducts research of the local real estate market to identify suitable commercial agents, and or residential and commercial properties for the purpose of entering into short term lease agreement of single-family dwelling houses, apartments, warehouses, and offices for the U.S. Government.

3) Maintains close contact with local agents and other foreign missions to identify market trends, pricing and practices.

4) In consultation with the GSO and Facilities, make recommendations for lease termination based on maintenance records and or difficulty in resolving landlord disputes or willingness to execute the terms of the lease contract as agreed.

C) Leasing and Contract Responsibilities: 20%

1) Will oversee the activities of the Realty Assistant (position number A52-101) and review all price, terms, and conditions of all leases with prospective landlords to include functional office space, warehouses, and residents keeping the U.S. Government's best interest in mind.

2) Directs and oversees the drafting of 65+ lease agreements to be signed by the GSO, for XX total properties with an annual lease cost of more than \$XX million.

3) Exercises independent judgment of U.S. interests in dealing with homeowners, city government authorities, public work departments, and other government officials as needed. Maintains liaison with adjacent property owners to resolve disputes related to U.S. Government properties.

4)Ensures landlord, resident, and U.S. government compliance with all lease provisions.

D) Housing Program Compliance: 15%

1) Ensures compliance with the Real Property Application (RPA) data integrity requirements, including accurate and timely submission of lease data as well as the uniform use of the Model Lease, free of spelling and data errors.

2) Reviews and coordinates the performance of the lease payment specialists to ensure that all lease, Building Operating Expenses, Landlord Deductions and annual inflationary adjustments are accurate and executed in advance of deadlines.

3) Ensures compliance with Post Rental Benchmark program, E-Lease Waiver Program, and OBO measurement guidelines.



4) Reviews and provides all background information to the GSO and Interagency Housing Board such as cost, square footage, RSO, and POSHO approvals to facilitate the lease and housing assignment process.

5) Initiates the drafting of electronic waiver requests to OBO seeking approval of leases, including requests for exceptions to 15 FAM space standards, leases over U.S. \$50,000 per year, or over 12 months payment in advance. Assembles and reviews annually the post profile; conducts daily survey of the market and uses the particulars to prepare the annual real estate market survey.

E) Residential Maintenance and Repair 10%

1. Oversees the Residential Inspection and maintenance program to ensure all residences are in good working condition
2. Manages the residential make-ready process to ensure that all residences are in compliance with safety codes as required by the office of Overseas Building Operations.
3. Ensures all work-orders for repairs are completed within uniform service standards and in compliance with lease agreements.
4. Ensures that all repairs are completed to building standards for safety and quality of repair

**Note: "This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.**

**15. Qualifications Required For Effective Performance**

a. Education:

University degree in business administration, management, finance, or law is required.

b. Prior Work Experience:

A minimum of 4 years of experience is required in an international business office (NGO, Embassy or Commercial) setting which includes direct responsibility for one or more of the following components; property management, real estate contract negotiation, real estate development or sales, or practicing of real estate law. At least one year of direct supervision of staff is required.

c. Post Entry Training:

Functional courses to include PA 221RE GSO Real Estate, PA265 Housing Workshop for LE Staff, RP248 Foreign Service National Supervisory Skills, Smiths systems driver training, PA453 Ethics orientation for New Locally Engaged Staff, Real Property Application (RPA) training, GFS33 ICASS Basics for Posts overseas, PA376 ILMS overseas Requestor training, and or other training as required.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (Fluent) reading/writing/speaking in both English and Spanish.

e. Job Knowledge :

Must have strong knowledge of project management and contract law in the local market.

Must have detailed knowledge of local real estate market, property leasing practices, laws and regulations.

f. Skills and Abilities

Strong communication, persuasion and negotiation skills;

Excellent Customer service skills and the ability to deal with all levels of clients, staff and customers;

Demonstrated ability to manage complex projects and processes with a wide variety of stakeholders;

Must have a valid local driver's license category B.

Demonstrated ability to operate standard office machinery and to use Microsoft Office suites

(Word, Excel, PowerPoint, Access), MS Outlook, Windows XP, and the Real Property Application (RPA) software.

**16. Position element**

a. Supervision Received

Supervised by the USDH General Services Officer.

b. Supervision Exercised

Supervises three Locally Employed Staff members in the Housing section.

c. Available Guidelines

FAM, FAR, Post Housing handbook, Procurement Regulations

d. Exercise of Judgment

e. Authority to make Commitments  
None

f. Nature, Level, and Purpose of Contacts

Internal contacts include all USDH employees, including the Consul General, Management Officer and Office Directors when dealing with residences

Leads

External includes landlords, city, county, and state level officials for purposes of obtaining permits, utilities companies for ensuring service and timely repairs, contractors for maintenance requests

g. Time expected to Reach Full Performance Level

1 year

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