



# Rentals and Leasing Supervisor

[Position Description](#) | [Qualifications](#)

The Greater Victoria School District manages the availability and use of 47 active schools and their related fields, as well as the leasing and licensing of for additional decommissioned schools and auxiliary buildings on school properties. Reporting to the Manager of Operations, the Rentals and Leasing Supervisor administers the rental contracts for short-term use; the leases and licenses for longer term use and security, custodial and technical support.

## POSITION DESCRIPTION

### **RLS - 1**

Prioritizes, schedules and coordinates the preparation of rental agreements of School District space for such areas as fields, gyms and conference rooms in the following order: School and District use and maintenance, community and joint-use agreements, other non-profit community groups/agencies, commercial enterprises, fundraisers and private sector companies

### **RLS - 2**

Administers long-term property leases and licenses, confirming occupancy, and oversees invoicing and resolution of tenant issues for day care, after-school care, properties and parking

### **RLS - 3**

Administers joint-use agreements with other public sector entities, monitoring actual usage, resolving discrepancies and conflicting schedules and recommending changes to agreements as demands evolve

### **RLS - 4**

Prepares contracts for movie production units and coordinates day-of-use departments and services in response to their needs

### **RLS - 5**

Through the Theatre Coordinator, schedules public use of six high school theatres in the District and the supporting services of sound, light, security, custodial and catering services

### **RLS - 6**

Confirms custodial and security services for related rental agreements and coordinates staffing with the Facilities Department

**RLS - 7**

Co-ordinates user requests and resolves scheduling conflicts when unexpected school commitments and operating demands arise

**RLS - 8**

Co-ordinates and reschedules existing tenants' use of District facilities as School Board, municipal, provincial and federal elections arise

**RLS - 9**

Ensures all renters and leasers are aware of and comply with all Municipal fire regulations and by-laws, seating capacity, exit and fire lane clearance, and parking bylaws

**RLS - 10**

Advises current and prospective users on the registration and use of the on-line rental system

**RLS - 11**

Calculates charges and bills using established guidelines for Cartage, space rental, custodial time and security services; reconciles receivables

**RLS - 12**

In conjunction with the Rentals Coordinator, prepares rental and leasing invoices and reconciles accounts receivable and usage of facilities

**RLS - 13**

Prepares summary reports of usage, revenue and community demands and recommends pricing of school venues to reflect the market

**RLS - 14**

Defines work processes, assigns work and supervises the Rentals Coordinator and the Theatre Events Coordinator

**RLS - 15**

Lifts and moves office supplies up to 18 kg (40 lbs.)

**RLS - 16**

Performs other assigned comparable duties which are within the area of knowledge and skills required by this job description

## QUALIFICATIONS

<p><b>EDUCATION</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 plus one year Business Administration or Accounting Certificate or equivalent combination of education and experience</p> <p><b><i>OTHER RELATED COURSES</i></b></p> <p>Additional short term courses in property management, leasing and supervisory skills</p>
<p><b>EXPERIENCE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Over two years of experience in a financial services or legal services role advising, recommending and resolving sensitive issues</p>
<p><b>KNOWLEDGE SKILLS AND ABILITIES</b></p>	<p>Keyboarding at 50 W.P.M. or data entry equivalency</p> <p>Desk top self-sufficiency especially with Excel and Word to extract data and format into summary reports</p> <p>High degree of accuracy and attention to detail to monitor and resolve scheduling conflicts and contract interpretations for tenants and license holders</p> <p>High degree of tact and diplomacy to resolve conflicting demands for rental space as school schedules evolve and change</p> <p>Ability to clearly communicate instructions via over the counter, telephone and email to support users of the on-line scheduling system</p> <p>Knowledge of contracts, leases, licensing and rental agreements and terminology in order to prepare new documents and reduce risk and liabilities for the District</p> <p>Ability to supervise staff (including interviewing, training and evaluating)</p> <p>Ability to deal with requests, complaints or clarification of information</p> <p>Strong mathematic and accounting skills to prepare invoices, reconcile accounts receivable and prepare summary reports of use and revenue</p>

	<p>Ability to develop work methods and to monitor quality, accuracy and quantity of work/team assignments</p> <p>Ability to manage time appropriately</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Resolve conflicts of scheduling when school priorities supersede those of community users</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to perform related physical and mental activities</p>

March 2017