



Job Title	Contracts and Real Estate Specialist I, II	Job Code	FS0840, FS0841
Pay Plan	USPS	Pay Grade	17, 18
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	N/A
		Subfamily	Property/Building Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Property/Building Management Professionals plan, coordinate, manage, and/or supervise buildings, centers, or facilities. Typically includes facility scheduling and coordination of maintenance activities. Also prepares the annual budget, manages related accounts, monitors and reports on expenditures.

Job Summary

Manages the selection process for major and minor projects. It assists with contract negotiation, drafting, and the routing process.

Representative Duties

1.
 - Drafts and assists in negotiating construction contracts
 - Assists in locating appropriate lease space
 - Works with University General Counsel on various legal matters
 - Processes contracts/leases
 - Drafts and/or reviews various documents (policies/procedures, reports, correspondences)
 - Assists in locating appropriate lease space for university departments (determine space needs, reach out to broker, set up site visits)

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.