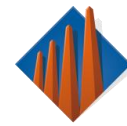


Position Posting

Property Leasing Agent


(1 Position Available)



LLOYDMINSTER

Term of Employment:	Full-Time, Term (Approximately 9 months) Article 13.05 c) Should an internal applicant be awarded the term position they shall revert to their former position at the expiration of the leave.
Rate of Pay:	Band 6: \$36.10 - \$39.43 per hour (Subject to CUPE 1015 Agreement)
Location:	City Hall
Duties:	<p>Reporting to the Manager, Legislative Services, the Property Leasing Agent is responsible for the technical and administrative processes related to all lease documents and agreements on behalf of the City of Lloydminster.</p> <p>Land Administration</p> <ul style="list-style-type: none">• Set up and maintain leases and files to ensure accurate titles and records.• Oversee all leasable land and building owned by the City of Lloydminster.• Meet with real estate agents or real estate appraisers to determine appropriate market value.• Maintain the lease database.• Handle continuations, expiries, extensions and invoicing for all leases.• Administer associated contracts and files.• Coordinate the proper negotiations, receiving, recording, documenting and dissemination of all lease agreements.• Examine and review existing contracts; renew lease agreements as required.• Organize all lease agreement files, ensure appropriate invoicing through Finance and filing with Legislative Services. <p>Communication</p> <ul style="list-style-type: none">• Liaise with all departments to gather all lease documents and manage files.• Responds promptly to public enquiries and discrepancies, explaining and interpreting valuations, licensing and tax accounts through various means of communication, while maintaining confidentiality.• Meet with lease holders to negotiate agreements and payments.• Work with finance and legislative services, along with other internal departments to ensure synchronization of records.• Participate in meetings with internal and external stakeholders on all land agreements.• Provide information and direction to City departments regarding land agreements.• Negotiate and interact with potential clients and stakeholders.• Act as the main contact for external stakeholders regarding lease agreements.

	<ul style="list-style-type: none"> • Provide excellent customer service, both in-person and over the phone. <p>Other</p> <ul style="list-style-type: none"> • Conducts research for land agreements. • Work on confidential projects as required. • Maintains a liaison between lessees and city departments to resolve conflicts and ensure compliance • Assists with the planning and administration of elections, by-elections, plebiscites and censuses • Conducts research for the Office of the City Clerk • Provides customer service, both in-person and over the phone • Other related duties as required.
Schedule:	The position is office based, normal working hours are between 8:00 a.m.-5:00 p.m. with the occasional requirement to work outside these standard hours.
Qualifications:	<p>The successful candidate must possess the following qualifications:</p> <ul style="list-style-type: none"> • Post-secondary degree or diploma in Business Administration, Appraisal, Assessment, or a related field from a recognized institution. • A minimum of three to five years of related experience in preparing lease and land agreements. • A designation or working towards a designation such as Certified Leasing Officer (CLO) Designation, Accredited Municipal Assessor of Alberta (AMAA), Certified Assessment Evaluator, (CAE), Accredited Appraiser Canadian Institute (AACI), or equivalent would be considered an asset. • Experience with all types of land agreements such as: bare land leases, facility leases, crossing agreements and easements. • Strong computer skills with proficiency in Microsoft Suite including: Office, Word and Excel. • Working knowledge of accounting software is required. • Ability to multi-task, direct work, stay organized and maintain a strong attention to detail. • The ability to complete time restricted deadlines while maintaining accuracy. • Strong communication skills; the ability to maintain professionalism and converse in-person and through written correspondence with all levels of staff, stakeholders and the general public. • Exceptional time-management skills with the ability to manage competing priorities while maintaining accuracy. • Ability to work independently and effectively within a team. • Knowledge of reading surveys. • Ability to exude a high standard of ethics and confidentiality. • A valid Class 5 Driver’s License registered in Alberta or Saskatchewan with an acceptable Driver’s Abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes.
Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check. • Successful applicant must provide proof of qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.

Closing Date:	January 25, 2022
Posting Type:	Internal & External
Application Information:	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date. The City has a COVID-19 Vaccination and Rapid Testing Directive in place. Successful applicants will need to show proof of COVID-19 Vaccination status or provide negative test results.</p> <p>Megan Radke HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: employeerelations@lloydminster.ca External Candidates apply at: www.lloydminster.ca/jobs</p>
Posted By:	 <hr/> <p>Jazzelle Norman Posting Date: January-14-22</p>