

Job Title: Asset Specialist

Grade: CS-14

Salary: \$100,639 - \$129,646

Requirements: Possession of a high school diploma/ GED 1 year of specialized experience equivalent to CS-13. This position is deemed **Security Sensitive**, the incumbent will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability. This position is designated as Emergency.

**Qualifications:**

- Mastery knowledge of real estate principles, policies, and methodologies in property acquisition, management, and disposal.
- Expert knowledge and skills to analyze and resolve conflicts in policy and program objectives and/or problems in very complex or controversial transactions involving complex negotiations.
- Expert knowledge of audit procedures to lead audits of billing associated with leases, lease compliance, and utilities.
- Expert ability to communicate ideas clearly and concisely, both orally and in writing to translate realty language, and prepare recommendations and findings.

**Job Description:**

Collective Bargaining Unit: This position is not covered by the collective bargaining unit.

This position is located in the Portfolio Management Division, which is responsible for maximizing the utilization of real estate assets, including acquisition, lease management, and space planning. The division maintains a centralized automated property inventory of all real property assets; audits the inventory; classifies all real property assets owned or leased by the District, prepares a written determination for holding real property assets as inventory, issues permits to use public rights-of-way, rights of entry, public land and public structures; and handles transfers of jurisdiction and easements.

This position assists in the acquisition and disposition of leasehold interests in real estate for the District of Columbia government, in addition to being responsible for making recommendations to the supervisor or Deputy Director concerning real estate policies and plans.

**Duties and Responsibilities:**

- Provides advice and assistance on real property matters, including site location, cost of facilities, relocation of occupancy, site assessments and backfill plans.
- Negotiates and oversees the negotiation of leases. Assists in the acquisition of real property through lease.
- Coordinates tenant and landlord representative contractors and subcontractors, in the delivery of all services provided for under contract to DGS and its client agencies.
- Assists with budget formulation for specific assets by reviewing and approving the various budget requests for those assets, including both operating and capital budgets.
- Keeps informed of all Federal and District laws and regulations affecting DGS. Reviews and comments on proposed laws and regulations affecting DGS. Recommends new legislation and drafts regulations for District government real estate activities to supervisor.