



# PORT ALBERNI PORT AUTHORITY

## PORT ALBERNI PORT AUTHORITY JOB DESCRIPTION

**POSITION:** Manager of Properties and Administration

**LAST UPDATED:** November 13, 2024

**SALARY:** \$76,056.23- \$88,044.59

### POSITION SUMMARY

The Manager of Properties and Administration is responsible for overseeing the administration and management of property-related functions, including leases, licences, mapping systems, lease expiries and renewals, insurance certificates, and liaising with external stakeholders. This role requires strategic oversight, strong organizational skills, and the ability to manage multiple tasks while ensuring compliance with legal and regulatory requirements.

The Manager of Administration and Properties, in conjunction with the President and CEO, is responsible for the management of the Human Resources department.

As a representative of the Port Authority, the Manager of Properties and Administration must act and advocate in the best interests of the organization.

### ORGANIZATION

This position reports to the President & CEO.

### ACCOUNTABILITIES

#### **3.1 Safety**

- The Manager of Properties and Administration will maintain safe working conditions as stated in the Port Authority's Policy Manual.

#### **3.2 Management of Properties**

- Manage internal mapping systems to monitor property inventory, track leases and licenses of occupation, and ensure accurate records of lease expiries and renewals. Responsibilities include monitoring and updating insurance certificates for compliance, coordinating with the BC Assessment Authority regarding new and expired leases, and maintaining effective communication to ensure timely renewals and adherence to contractual obligations.



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- Ensures accurate property records are properly maintained in the department using corporate filing and property management systems (tenure documents, property plans/legal surveys, maps, plans, correspondence, etc.).
- Prepares draft lease and license of occupation documentation and is the liaison with legal counsel regarding properties.
- The Manager of Properties and Administration provides assistance to the President & CEO in interviewing and negotiating with new tenants for Port Authority facilities.
- Meets and communicates with lessees and representatives from government agencies, such as the B.C. Assessment Authority, City of Port Alberni, Ministry of Forests, Lands and Natural Resource Operations, Ministry of Transport, Regional District Alberni Clayoquot, Transport Canada, and the general public on property related issues.
- Conducts background research, administers correspondence, and participates in negotiations on property acquisitions, land exchanges, bankruptcies, property disposals, and other matters relating to real estate holdings.
- The Manager of Properties and Administration represents the Port, as requested by Port management, at meetings, events and conferences

### 3.3 Customer Relations and Business Development

- Consistently maintains and develops positive relationships with customers and leaseholders.
- Liaises with federal, provincial and municipal officials and agencies; as well as First Nations, tenants, harbour users, and all other individuals or groups who have an interest in operations of the Port, its facilities or areas under Port's jurisdiction.
- Provide support in the planning, coordination, and evaluation of the Port's special events.
- Conducts research in a broad spectrum of industry, tourism, small business, retail, marine transportation and any other business planning and development to facilitate growth for all departments.
- The Manager of Properties and Administration advertises, promotes and assists in the commercial development of the Port Authority vacant properties, lands or greenfield sites; as well as appraises industry at large of available commercial opportunities within the Port's jurisdiction.
- Actively promotes and markets existing port facilities for multiple business interests while sourcing new business leads. Thorough researching and networking with various levels of government and other organizations to source potential funding programs for Port projects and support of funding applications. Implementing new ideas, applying for grants, raising awareness within the community and developing relationships with potential partners.

### 3.4 Insurance and Risk Management

- Ensures all Port Authority assets, including vehicles and facilities, as well as liability exposures, are effectively covered by insurance policies at a reasonable cost and organizes procurement of all insurances for business operations.



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- Consults with brokers as required regarding insurance provisions of contractual agreements, property documents, etc. with third parties of Port Authority insurance provisions and/or liaise with brokers/insurers regarding damage and insurance claims.

## 3.5 Legal Liaison

- In consultation with Port lawyers' drafts miscellaneous legal agreements such as leases, licenses of occupation, memorandums of understanding, concession agreements and service group agreements and chronicles and investigates claims with legal counsel's direction.
- Acts as a liaison between the Port and governmental authorities with respect to property matters.

## 3.6 Human Resources Duties

- Drafts job descriptions for new positions and works with managers to update all job descriptions to ensure they are current; maintains and updates the job description database
- Provides support for recruitment of new employees, including drafting job advertisements, providing support to managers in short-listing candidates, preparing interview questions, scheduling interviews, and participating in interviews; conducts / coordinates reference, credit, and security checks, and prepares all related correspondence, liaising with candidates and the hiring managers as required.
- Provides general orientation to new staff with respect to onboarding documentation and office procedures; obtains required signatures, such as TD1 and computer access and monitoring policy contract and other documents; ensures staff has access to office equipment such as computers and cell phones.
- Maintains a database of all employee human resource files (Bamboo HR).
- Monitors employee Health & Safety training schedules and course expiries, liaise with employees to schedule recertifications including assistance with registration of courses.

## 3.7 Other Duties

- Manages the real estate department budget; overseeing financial aspects related to property management, including tracking expenditures for leasing, maintenance, insurance, and operational costs. The role requires preparing and monitoring the budget, ensuring costs align with financial goals, identifying areas for cost savings, and forecasting future expenses.
- Manages operating budgets for property acquisition, leasing activities, and ongoing property maintenance. Regular reporting to senior management on budget performance and adjusting financial plans as needed is key to maintaining financial control and ensuring the department operates within its financial limits.
- Assists with telephone and security door/camera coverage.
- The Manager of Properties and Administration prepares a monthly Board of Directors' report on the status of duties performed.
- Maintains and updates, in consultation with Port Alberni Terminals and Marinas, an inventory schedule of Port assets. **Performs other duties as required.**



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## EDUCATION and EXPERIENCE

A diploma in Business Administration, Real Estate, Property Management, or a related field is preferred. Equivalent combinations of education and experience may be considered. Experience or education in the field of human resources is required.

**Equivalency:** An equivalent combination of education and experience may be considered for candidates who do not meet the exact educational or experience requirements. For example, relevant experience in property management or administration, particularly in municipal or government settings, combined with professional certifications or specialized training, may be considered in lieu of formal education requirements.

**Bilingual (English / French) is considered an asset.**

### **Knowledge and Skills:**

- Strong knowledge of lease agreements, property management, and regulatory compliance related to property administration.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) is required and knowledge of property management software and GIS mapping systems is considered an asset.
- Excellent organizational and time management skills with the ability to handle multiple tasks and meet deadlines.
- Strong communication and interpersonal skills to effectively interact with internal teams, external stakeholders, and government agencies.

### **Personal Attributes:**

- Detail-oriented with a focus on accuracy and compliance.
- Proactive, with the ability to identify and resolve issues independently.
- Strong leadership and team management abilities.
- Ability to adapt to changing priorities
- Strategic thinking and a strong preference and demonstrated capability to work in a small team environment.
- Sound judgement and business acumen

## WORKING CONDITIONS

Normal office conditions with travel to Port Authority properties and external contacts as required. After-hours participation in workshops, board, and other meetings may be required. Occasional travel may be required.

**I have read and understood this job description.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_