

## Major Duties and Responsibilities

1. The incumbent screens and evaluates properties in accordance with USG and Mission policies and regulations for possible USG occupancy or use. Uses realtors, developers, newspaper advertisements, and other personal contacts and sources of information. Identifies suitable properties, measures the units and coordinates Maintenance and Security inspections. Makes recommendations to the General Services Officer. Uses personal judgment to define whether the owner of a prospective property would be a responsible and responsive landlord. Performs advanced planning on housing assignments lease renewals and terminations, including: advance rent payments, negotiation for additional upgrades, and consideration of family's characteristics, among others.

--Negotiates directly and makes commitments with landlords, using as a guide current rental market conditions and the immediate needs of the Embassy. Writes and translates new lease contracts, contract modifications for lease extensions, lease renewals, lease terminations, and other documents, all in accordance with USG policies and regulations. Screens all legal documentation presented by the owners to prove ownership of the unit. Prepares lease-waiver cables to FBO when necessary, and also all official and legal correspondence to landlords.

--Evaluates initial, follow up and final inspections of newly-leased and renewed properties, and negotiates with landlords for USG-required repairs, modifications, and upgrades (painting, carpets, curtains, security grills, electrical and plumbing systems, etc.), prior to contract signing. Performs follow-up and final inspections and contacts with the landlords and those involved in the make-ready to ensure timely compliance with these agreements prior to occupants' move-in dates. Coordinates with Maintenance and Property sections to ensure that necessary repairs, additions and renovations are undertaken in a satisfactorily and timely manner. Incumbent request final security inspections and approvals prior to the occupant's move-in date.

--Assists and advises the four Mission agencies that sign private-lease contracts for residence and office space (LQA), drafting and reviewing their contracts, recommending changes as appropriate, measures properties in accordance with 6 FAM Standards and USG & Mission policies, writes and translates leases, renewals and terminations and official correspondence for the subscribed agencies. Initiates actions for Security and Maintenance inspections. Submits waiver requests when necessary.

2. Administers lease contracts, maintaining regular contact with landlords and occupants to discuss and resolve the various problems that arise in connection with leased properties. Determines responsibility or liability for necessary repairs and services, and negotiates directly with landlords, contractors, and vendors to have them carried out at the best value for the USG. Contacts and negotiates with local contractors, vendors, and utilities companies, or coordinates with the GSO Maintenance, Property, and Procurement sections to accomplish these tasks as appropriate. Evaluates furniture arrangements and general condition, based on property size, wall, curtain and carpet colors, and family composition. Advises Property in placing of furniture. Follow-up with all concerned personally, in writing, and by telephone, and makes frequent in-person inspections of the residences to see

that required work is completed correctly and on time.

--Briefs new arrivals of all agencies about Mission housing policies. Periodically inspects residences to ensure that occupants are maintaining them in accordance with regulations, advises them of work, repairs, or cleaning they will be responsible for taking care of or paying for before they are cleared for departure from post, and ensures they are carried out or paid for.

--For lease terminations, coordinates work with other GSO sections and contractors to return the residences to landlords as required by the leases. Negotiates with them to resolve any claims or differences related to their return.

3. Maintains updated, comprehensive, and detailed files for all STGL properties in the Mission. Updates the PASS system and submits periodic required reports to OBO. Produces standard PASS reports on demand and uses the PASS Report Writing function to produce specialized reports. Keeps records of all work orders for leased properties and files of completed actions.

--Performs periodic market surveys, and creates written reports and charts for GSO and IAHB use in cost projections and residence selection process. Maintains regular contact with realtors and developers as to availability of properties and trends in the local real estate market, and changes in local laws and regulations.

--Creates and maintains updated inventories of landlord-owned furniture and furnishings, etc., and verifies accuracy upon departure of occupants or return of property to landlords upon lease termination.

4. Prepares all necessary accounting paperwork relating to STGL's, including rental payment vouchers, for proper payments and accounting, documenting and making all rental adjustments (for work performed that is the responsibility of the landlords, early lease terminations, Interagency Housing Board (IAHB) and GSO decisions such as shifts in funding responsibilities upon housing re-assignments, etc.) Assures funds availability from the various agencies in the STGL Housing Pool, and obtains all signatures necessary for processing.

--Reviews bills and arranges payments for electricity, water, telephone, and cable TV services. Contacts these companies to resolve disputes when they occur, arranges for IVA (VAT) tax exemptions, and makes billing addition and deletions as necessary. Advises GSO of excess utilities consumption, and takes or recommends appropriate action.

--Prepares the annual ICASS Workload Count of square footage occupied for all agencies served by GSO. Performs other duties as required by the General Services Officer.