

PORT OF LONG BEACH  
Human Resources Division  
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(562) 590-4129

<http://agency.governmentjobs.com/polb/> <<http://agency.governmentjobs.com/polb/>>

INVITES APPLICATIONS FOR THE POSITION OF: Port Leasing Sales Officer IV-V

#### SALARY

\$69,000.00 - \$84,911.00 Annually

OPENING DATE: 09/28/09

CLOSING DATE: 10/25/09

#### THE POSITION

The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to more than 3,200 acres and is credited with moving approximately \$100 billion in trade in 2006. The Port of Long Beach is the second busiest container port in the United States. If combined with its next-door neighbor, the Port of Los Angeles, the San Pedro Bay port complex would rank among the busiest container ports in the world. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China/Hong Kong, South Korea and Japan.

The Port of Long Beach is a recognized environmental leader, with award-winning environmental programs such as the Green Port Policy.

For more information on the Port of Long Beach, visit [www.polb.com](http://www.polb.com)

<<file:///www.polb.com>> .

#### THE POSITION

The Real Estate Division of the Port of Long Beach is responsible for the leasing and property management activities. The Port of Long Beach is a landlord port, and the Real Estate Division handles all property matters, generating an annual revenue in the excess of \$350 million.

The primary responsibility of the Port Leasing Sales Officer is to conduct and oversee negotiations of leases, permits and other agreements administered by the Real Estate Division.

The Port Leasing Sales Officer prepares lease proposals, negotiates for the acquisition of property for Port development, negotiates lease agreements with existing and new tenants, and develops financial information to analyze lease proposals. This position also works closely with Port engineering and planning staff to coordinate property development and environmental matters associated with Port projects and with legal staff in the preparation of contracts.

Additional responsibilities include the administration and management of relocation projects or property acquisition programs, oil operations, the Alameda Corridor and Foreign-Trade Zone No. 50.

#### MINIMUM QUALIFICATIONS

##### EDUCATION

A Bachelor's Degree in Business Administration or related field with a combined minimum of eight (8) courses in one of the following areas:

- Financial Analysis
- Investments
- Real Estate
- Business Law

## EXPERIENCE

Five years of public agency or corporate real estate/property management experience.

Additional experience showing specific and substantial preparation for the duties of the position may be substituted for the education requirement on a year-for-year basis.

All positions require a valid California Driver's License.

ADDITIONAL INFORMATION In addition to the minimum qualifications, the ideal candidate will be articulate, professional, confident and self-driven.

## COMPENSATION & BENEFITS

The annual salary range for this position is \$69,000 - \$84,911. Salary commensurate with experience.

\*Candidates with experience in the public agency real estate field may be hired at the higher compensation levels.

\*Some positions qualify for an auto allowance up to \$350 per month.

\*The Port of Long Beach also offers a generous benefit package.

## APPLICATION RECRUITMENT SCHEDULE:

The final filing date for this recruitment is Monday October 26, 2009 at 4:30 PM. The Port reserves the right to extend the closing date without notice in order to accept additional applications.

To be considered for this rare, yet rewarding opportunity, please click on the "APPLY" link. If you have any questions or require additional information, including this information in an alternate format, please contact the Human Resources Division at (562) 590-4129 or [humanresources@polb.com](mailto:humanresources@polb.com). Incomplete applications will not be considered.

Following the final filing deadline, all applications will be evaluated to determine the most qualified applicants. The most qualified applicants will be invited to participate in further selection processes.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/polb/> <<http://agency.governmentjobs.com/polb/>>

If you require this information in an alternate format, contact:

925 Harbor Plaza Dr.

Long Beach, CA 90802

(562) 590-4129 EXAM #00054

PORT LEASING SALES OFFICER IV-V

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Port Leasing Sales Officer IV-V Supplemental Questionnaire

\* 1. Please describe how your education and/or experience has prepared you for the responsibilities of this position.

\* 2. Please describe how your applicable education and/or experience makes you the best candidate for this position.