

**PACIFIC TOWER PROPERTIES, INC.
PTP MANAGEMENT, INC.
JOB DESCRIPTION**

Title: President
Department: Administration
Reports to: Board of Directors
FLSA: Exempt

Supervises

Controller
Property Management and Brokerage Staff

General Function

The President is responsible to oversee, direct and manage, on a day-to-day basis, the principal business operations and activities of Pacific Tower Properties, Inc. and PTP Management, Inc. (the "Company"). Provides principal leadership to direct, lead, motivate, manage, monitor and develop each department to maximize Company profits. Represents the Company to the public, the government and other corporate executives and leadership. Assists the Board of Directors in developing short-term and long-term business strategies consistent with overall policies and growth objectives. The President may serve as the corporate Real Estate Broker and is responsible for setting and implementing business development, marketing and financial strategies.

Major Activities (Typical Duties/Responsibilities)

1. Responsible to ensure operating policy guidelines, direction, practices and processes are developed and implemented.
2. Provides leadership to the staff of PTP Management, Inc. and Pacific Tower Properties, Inc.
3. Leads business development activities for the Company.
4. Serves as the link between the Company and the Board of Directors, assuring that all policies and directives of the Board are carried out.
5. Prepare business operations reports to the Board on a regular basis, keeping them informed of results, trends and plans affecting the Company.
6. Plan, develop, direct, supervise and monitor all aspects of property management activities of PTP Management, Inc. and brokerage activities of Pacific Tower Properties, Inc.
7. Together with the Board of Directors, develops short and long-term strategic business plans for the Company.
8. Sets measurable business goals and objectives to ensure strategic plan is achieved.
9. Coordinate marketing and brokerage activities for client portfolio.

10. Serve as the principal corporate representative to potential customers and partners.
 11. Represents the Company to the public, to governments and other corporations.
 12. Oversee the development and implementation of compensation, administration, training and career development programs.
 13. Assist the Property Managers in identifying and analyzing major capital expenditure programs, such a remodeling programs and major tenant improvements. Recommend asset management plans.
 14. Responsible for the insurable risks of managed properties.
 15. Responsible to protect the assets of the Company.
 16. Responsible for compliance with governmental and environmental regulations.
 17. Perform all other duties as required to ensure objectives of the Company are carried out.
-

Skills/Abilities

- Understand, respect and appreciate the different goals and objectives of property management clients.
 - Understand the needs of landlords and tenants who seek brokerage services, leasing and sales.
 - Ability to plan, conceptualize, organize, motivate and direct others in the achievement of the Company's goals and objectives.
 - Understanding of the business objectives of the Company along with ability to recognize and develop new business opportunities.
 - High level of administrative and planning skills in a team management approach.
 - High level of communication skills, both oral and written; ability to understand complex issues and communicate their essence; public speaking ability.
 - Extensive knowledge of real estate transactions, including commercial property management, leasing and brokerage.
 - Proven experience directing activities of multiple property managers and property types.
 - Able to access managed projects, construction sites, roofs and service areas.
 - Responds to emergency situations as necessary.
-

Minimum Qualifications

Undergraduate degree in business administration, accounting or finance, and eight years of commercial real estate experience. Demonstrated high level of success in providing leadership and business development. Professional designation(s) of CPM or equivalent, and real estate finance and accounting experience preferred. Current Alaska Real Estate Broker's License and graduate degree in business or finance also preferred.

Required Contacts

- Board of Directors, management and staff of Pacific Tower Properties, Inc. and PTP Management, Inc.
 - Third party clients of the Company
 - CIRC officers, staff and affiliated entities.
 - Executives of other real estate companies
 - Business and community leaders
 - Industry and political leaders
-

APPROVAL

Incumbent: _____ **Date:** _____

Supervisor: _____ **Date:** _____