



Title: Director, Real Estate

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and direct the Real Estate Department activities, functions, and employees. This is accomplished by procuring necessary land and property rights, managing programs, attending interagency meetings, responding to and supporting requests from internal customers, managing excess/surplus property disposition sales, safeguarding District’s real property assets, meeting with commercial land developers and real estate professionals to implement mixed-use developments, and negotiating agreements. Other duties include representing the District at meetings, speaking in public, and writing reports.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Manages District’s real estate function by directing the acquisition of property rights for capital construction projects, coordinating budgets, monitoring expenditures, providing and assisting in compliance reporting, processing tax cancellations, processing record maps, collecting rent and fees, and preparing agreements, reports and issue papers.	40%
2	S	Manages District’s transit oriented development programs by preparing agreements, coordinating with consultants, conducting negotiations, meeting with stakeholders, attending public and agency meetings, preparing issue papers and reports, writing grants, and making recommendation to management.	40%
3	S	Supervises personnel by developing the department's management team, overseeing department training and daily functioning, performing periodic performance evaluations, organizing and prioritizing department work, directing and empowering subordinate staff, and communicating effectively to the department.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Urban Studies, Business Administration, Public Administration, Economics, Geography or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of seven (7) years of experience in Real Estate Property Acquisition, Asset Management and/or Development, including three (3) years of supervisory experience. Transit experience is preferred.</p>
Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.</p>
Human Collaboration Skills	<p>Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to</p>



Writing	college. However, it may be obtained from experience and self-study. Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Functions and responsibilities of a regional transit District and its real estate activities. • Statistical and research methods as applied to public transportation planning. • Sources of federal, state, and local funding for public transportation. • Principles and practices of environmental planning and development. • Principles and techniques of personnel management and supervision. • Project management, analysis, and evaluation. • Statistical concepts and methods. • Knowledge of Uniform Relocation Assistance Act, both acquisition and relocation procedures. • Familiar with FTA Real Estate Acquisition Policies and Procedures. • Appraisal, Title and Escrow process. • Principles and practices of real estate, joint development, property management, property acquisition and disposition; • Property appraisal techniques and negotiation; legal terminology, laws and principles of eminent domain and lease transactions; • Concepts of urban land use planning; principles and practices of design and construction management; • General knowledge, basic terminology, methods, and practices of civil engineering design, and land use planning relative to capital improvement projects; • Principles and practices of contract and grant management pertinent to public transit; • Principles and practices of transit oriented development.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Develop and administer a project budget. • Establish, monitor, and control projects and schedules. • Plan, organize, supervise, and review the work of staff and consultants. • Provide technical advice to professional and technical staff in solving complex



environmental issues, regulations and compliance problems.

- Supervise the collection, analysis, and interpretation of environmental data and information.
- Participate in technical research on planning, environmental, economic, and transportation problems.
- Recognize problems, perform research, analyze, and evaluate complex environmental data, prepare reports, and develop recommendations.
- Develop alternatives and resolve conflicts among competing interests.
- Communicate clearly and concisely, orally and in writing; make presentations before large and small groups.
- Conduct meetings and lead discussions.
- Establish and maintain effective, cooperative working relationships with professional and technical staff, consultants, various governmental agencies, and the general public.
- Interpret and apply Federal, State and local policies, procedures, laws, ordinances and regulations.
- Perform professional work with minimal supervision.
- Negotiate and develop contracts and agreements.
- Analyze and solve program and/or technical problems/issues and take appropriate corrective action.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, observing work site, communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	N	
Twisting	F	From computer to telephone
Climbing	R	Stairs; ladders
Balancing	N	
Vision	F	Reading; computer screen; driving
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, copy machine, fax machine, scanner, camera, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, safety glasses, work boots

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.