



Title: Manager, 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 | (L) Light | (M) Medium | (H) Heavy | (V) 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. |

| # | Code | Essential Functions |
|---|------|---|
| 1 | S | Manages District’s real estate function by directing the acquisition of property rights for construction projects, coordinating project budgets, monitoring expenditures and providing assistance in compliance reporting. |
| 2 | S | Manages District’s transit oriented development programs by preparing agreements, coordinating with consultants, conducting negotiations, meeting with stakeholders (including members of the public), attending public and agency meetings, preparing issue papers and reports, writing grants, and making recommendation to District management. |
| 3 | S | Manages District’s master property infrastructure plans including the periodic review, development and implementation of strategies for the acquisition and disposition of District assets such as buildings, vacant property and other District real estate. Works with local developers on potential alternate uses for District property, ensuring all avenues for development/disposition and explored and implemented. Ensure that market information provided by outside agencies agrees with actual market conditions. |
| 4 | S | Prepares, develops, and analyzes various negotiation terms and conditions as it relates to purchasing and selling property and land using innovative and creative models that will optimize revenue generation for RT. The options can include but are not limited to public and private partnerships , lease arrangements, grant revenues, or other joint use options. Provides options to executive management and the Board showing benefits and risks with options and be able to recommend best course of action. Works with legal, external consultants and internal staff to ensure all negotiated agreements comply with all state/federal regulations, District’s master plans and, Strategic initiatives. |
| 5 | S | Supervises personnel by developing the department's team, overseeing department |



| | | |
|---|---|--|
| | | daily functioning, performing periodic performance evaluations, organizing and prioritizing department work, directing and empowering subordinate staff, and communicating effectively to the department providing guidance and mentoring, establishing and implementing training for personnel Making personnel decisions such as interviewing, selecting, hiring, promoting, and disciplining employees, and developing plans and policies. |
| 6 | S | Performs administrative duties by developing, managing and allocating department operating and capital budgets, monitoring expenditures, approving requisitions, managing, planning and allocating District funds; developing plans, and cost estimates for projects; creating, implementing and managing plans, policies, and special projects; Mediates highly conflicting and unexpected problems evaluating recommended resolutions, resolving personnel conflicts, negotiating agreements with vendors, and resolving politically sensitive issues with external customers. |
| 7 | S | Oversees public support activities by developing strategy related to community engagement, coordinating staff participation and attendance; participating on special study panels and working groups; providing testimonies on construction and acquisition/disposition projects at meetings, and serving as the department representative for outside agencies. |



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 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 | A minimum of five (5) years of experience in Real Estate Property Acquisition, Asset Management and/or Development, including two (2) years of supervisory experience. Transit experience is preferred. |
| Supervision | Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. |
| Human Collaboration Skills | 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. |
| Freedom to Act | 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. |
| Technical Skills | 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. |
| Budget Responsibility | 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. |
| Reading | 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. |
| Math | 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 college. However, it may be obtained from experience and self-study. |
| Writing | 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 | California Real Estate Agent's License and/or Broker's license is preferred. |



| 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 |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -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 |
|---|---|---|-----------------------------------|

| -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.

CLASS HISTORY:

Adopted: 04/17
Revised:
Title Change:
Maintenance
Update:
Abolished:
Job Key: 60006062