



Title: Real Estate Administrator – Asset Management

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to serve as the project manager for the District’s Asset Management programs. This is accomplished by granting licenses, permits and leases over and across the District’s property, managing surplus property, attending interagency meetings, serving as the District’s designated representative, attending public speaking engagements and community meetings; preparing various reports, and participating in trade associations/professional organizations.

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 the Asset Management program by preparing Exclusive Negotiation Agreements and Disposition and Development Agreements, coordinating with consultants and legal advisors in order to conduct negotiations, meeting with stakeholders and attending meetings, coordinating with partnering agencies to implement regional wide goals, preparing issue papers and various reports, writing grants and scope of work, and making recommendations to EMT and Board of Directors.	85%
2	S	Manages Right of Way activities by overseeing and participating in the acquisition of property, coordinating the operating and capital project budgets, monitoring expenditures, assisting with the compliance reporting, processing IODs, tax cancellations, tax assessments and record maps, preparing purchase/sale agreements, issue papers, and other reports, and collecting rent, leases and fees.	15%



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 Business Administration, Public Administration 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 a professional real estate field.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds.
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	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. 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	International Right-of-Way Course Certificate and/or CalTrans Right-of-Way Training Certificate are preferred. California Real Estate Agent’s License and/or Broker’s License are preferred.



KNOWLEDGE
<ul style="list-style-type: none"> • Knowledge of Uniform Relocation Assistance Act, both acquisition and relocation procedures. • Familiar with FTA, state and local Real Estate Acquisition Policies and Procedures. • Appraisal, Title and Escrow process. • Principles and practices of real estate and property management transactions • Real property law and appraisal techniques • Federal and state environmental regulations and processes • Principles and practices of design and construction management • Principles and practices of contract and grant management. • Interpret and understand right-of-way maps and legal descriptions. • Learn District policies and procedures • Read and interpret surveys, maps, engineering drawings and plans • Oversee property acquisition, development and disposition; • Use initiative and sound judgment in making complex decisions. • Provide appraisal instruction, escrow instructions and supervise both acquisition and relocation agent. • Prepare written offer and Purchase and Sale Agreements.

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"> • Interpret and understand right-of-way maps and legal descriptions. • Learn District policies and procedures • Read and interpret surveys, maps, engineering drawings and plans • Oversee property acquisition, development and disposition; • Plan, organize, develop and supervise the work of subordinate staff. • Use initiative and sound judgment in making complex decisions. • Provide appraisal instruction, escrow instructions and supervise both acquisition and relocation agent. • Prepare written offer and Purchase and Sale Agreements. • Communicate effectively, both orally and in writing. • Establish and maintain cooperative working relationships.



OVERALL PHYSICAL STRENGTH DEMANDS:

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