



## Real Estate Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
065	Exempt	4 – Officials/Administrators	Unrepresented	10	12-13-11	11-049	1 of 2

**DEFINITION:** Under general supervision, provides consultation on real estate issues required by Bus Rapid Transit projects; manages the appraisal, acquisition, and disposition of District owned real estate and leased properties; and coordinates and monitors property maintenance activities.

**REPORTS TO:** The Director of Capital Projects, or designee.

**REPRESENTATIVE FUNCTIONS may include, but are not limited to:**

- Drafts portions of the Real Estate Acquisition Management Plan (RAMP), and administers the drafting of RAMP in its entirety for federal New Starts/Small Start projects.
- Identifies properties for potential acquisition by the District, which may include issues regarding eminent domain, ensuring compliance with and following the principles of the Uniform Relocation Assistance, and Real Property Acquisition Policies Act.
- Acts as property manager for District owned real estate.
- Develops, manages, and monitors the budget for real estate acquisition and maintenance.
- Conducts feasibility studies for projects affecting District real property.
- Negotiates and writes contract terms and requirements related to real property transactions with other public agencies, businesses, and private parties.
- Negotiates and coordinates consultant contracts for real estate and facilities maintenance activities, acts as the District's primary contact person for maintenance consultants, and monitor's consultant activities.
- Coordinates the surveying of properties intended for appraisal, purchase, or sale; and composes offer letters.
- Locates qualifying tenants, and drafts and manages leases.
- Arranges and coordinates activities in regard to property disposition, which may include public auctions, and sealed bid sales.
- Reviews applications, plans, and permits from public utilities, and construction contractors.
- Maintains deeds and contract documentation.
- Maintains a roster of District owned properties, and other documentation.
- Makes presentations to the Board of Directors, governmental bodies, community groups, and the general public.
- Performs related duties as required.



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### MINIMUM QUALIFICATIONS

**Knowledge of:** The principles and practices of property management, and real property acquisition, construction, maintenance, and disposal; the Uniform Relocation Assistance and Real Property Acquisition Policies Acts; principles and practices of right of way and condemnation, real estate laws and pertinent state and local regulations; property ownership and leasing instruments, contracts, and related documents; building codes; air market appraisal methods; English usage, spelling, grammar, and punctuation; and personal computers and current computer software programs for word processing, spreadsheets, database, and presentation at the intermediate level of proficiency.

**Ability to:** Prepare, analyze, and review legal descriptions of property, and contracts such as deeds and leases; negotiate property sales and contract terms and conditions; perform financial analyses and cost-benefits analyses to protect District assets and realize maximum return on investment; supervise, motivate, assign and review the work of assigned internal staff as well as assigned external contractors and vendors; read and interpret maps, engineering drawings, and sketches; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies; prepare clear and concise reports, contracts, and written correspondence; work cooperatively with other departments, officials of local government jurisdictions, and other outside agencies and businesses; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, and governmental agencies on real estate and property issues; make presentations and explain technical considerations, procedures, codes and statutes to diverse audiences; quickly learn and effectively use new software programs and adopted by the District; maintain a wide variety of records and documentation; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

**Education:** Equivalent to completion of a Bachelor’s degree, with major coursework in real estate, business administration, public administration, or a closely related field.

**Experience:** A minimum of five (5) years of recent and verifiable experience in the acquisition, appraisal, management, and disposal of real property. Experience with acquisition of property for public use is desirable. Additional experience above the minimum may be considered as a substitution for the required education, on a year-for-year basis.

**Desired:** Possession of a current Real Estate Broker’s License from the State of California.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; maintain mobility in order to travel to and within District facilities; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.

**Special Requirements:** Must possess, or obtain and maintain a California Class C Driver License, and meet the District’s safe driving standards.