



JOB TITLE:	MANAGER OF REAL ESTATE AND PROPERTY DEVELOPMENT	DIVISION:	DISTRICT - PLANNING
REPORTS TO:	DIRECTOR OF PLANNING	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

This position reports to the Director of Planning and is responsible for oversight and management of all activities related to real estate acquisition and disposition, and real property management for the Golden Gate Bridge, Highway and Transportation District. The incumbent in this position is expected to work with a minimal degree of oversight and exercise a high degree of independent initiative and judgment on complex and confidential issues in the performance of duties.

Essential Responsibilities

- Pursues complex real estate business activities on behalf of the District a directed by the General Manager, Deputy General Managers, and District Engineer.
- Advises the General Manager and Deputy General Managers, along with Legal Counsel, on technical complex and confidential real estate activities. Negotiations and contracts (leases, licenses, permits, options, or purchase and sale agreements)
- Prepares staff reports and recommendations to the Board of Directors; makes presentations on District real estate assets and pending real estate contracts (licenses and leases) to the Board, including closed sessions on real estate matters
- Manages the monetary and facilities aspects of the District’s real estate properties for revenue generation and to increase portfolio value
- Markets properties, recommends fair market rent, negotiates, constructs and processes for execution legal documents and real estate contracts (including leases, licenses, and right-of-entry permits) for District properties, and coordinates with Legal Counsel and District operating division staffs
- Manages and administers the District’s lease portfolio, enforces lease compliance (including rental payments/adjustments, insurance, and termination procedures), handles lessee communications, resolves problems with leases, and coordinates with Accounting, Legal Counsel, Security, and operating division staff, as appropriate
- Negotiates and processes new leases and amendments to existing leases and licenses with lessees and licensees and processes for execution, coordinates with operating divisions and legal counsel.
- Responsible for searches for property for the District’s current and future operational needs; negotiates real estate leases for District use; manages execution of leases; responsible for ongoing relations with property owners/lessors, property managers and their legal representatives



- Serves as staff resource for real estate impacts associated with District-sponsored projects, as well as projects proposed by others on District properties
- Issues right-of-entry permits for all construction activities on District property, coordinating with Engineering, operating division staff, and Legal Counsel on potential impacts
- Performs a variety of highly technical duties related to the management of the District's real estate portfolio management including but not limited to reviews of surveys, title reports, appraisals, geotechnical and environmental analyses or acquisition grant agreements
- Oversees real estate support activities for the District's capital improvement projects including property appraisals, and related property analyses, property acquisition and disposition
- Prepares Requests for Proposals; Simplified Negotiations for Professional Services for appraisals, property marketing, acquisitions, ground leases, sales, relocations; Participates in the selection of consultants and oversees consultant activities and reviews consultant work products for adequacy and compliance with contract language and delivery timelines
- Coordinates with federal and state regulatory agencies and local governments, as appropriate, to secure approvals or concurrences for improvement projects on the District's properties to ensure compliance with permitting or approval conditions. Requires knowledge of local, state and federal environmental and land use laws and regulations, as well as the ability to coordinate with technical consultants, engineering staff, and environmental advocacy organizations.
- Leads or participates in the environmental review of projects that potentially impact the District's operations.
- Prepares complex reports and documents
- Manages the District's joint development program, including use of consultants and brokers. Evaluates developer proposals and coordinates potential implementation of these proposals with local and regional agencies, as appropriate.
- Assesses internal District real estate needs, including office space needs, market property searches, evaluation of options, and development of master plans for the District's needs.
- Knows and follows the safety and health rules and safe working practices applicable to the position.
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Federal, State and local laws and regulations pertaining to public land acquisition and disposal, and commercial leasing and property management
- Commercial land and building practices, cellular and radio tower site protocols and procedures and the workings of public and private real estate contracts
- Principles and practices of real property appraisal
- Required documentation and procedures for acquiring property and rights-of-way for public use
- Legal terminology pertaining to real property and eminent domain matters and local development procedures
- Environmental regulations related to real property management, acquisition and disposition
- Budget development and tracking
- Land use and space planning and building construction



Ability to:

- Exercise a high degree of independent judgment on diverse and specialized assignments, as well as regularly perform complex and politically sensitive multi-agency joint funding and acquisition work
- Read and understand technical engineering terms and maps, architectural drawings, construction plans and contracts, leases, financial statements, deeds and title reports
- Define problems, gather relevant data, establish facts and draw valid conclusions
- Write clearly and concisely, communicate verbally and negotiate in an effective manner
- Maintain effective working relationships in sensitive negotiations with elected officials, staff, department heads, and current or prospective tenant/owners
- Proficiently use a computer including complex spreadsheet management required

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Equivalent to a Bachelor's degree in business administration, real estate, economics, urban development, planning, or a closely related field
- Five years of experience managing public and commercial properties, or an equivalent combination of experience and education.

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.