

# Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 [www.sacrt.com](http://www.sacrt.com)

## Manager, Real Estate Internal / External

**Salary:** \$95,328 - \$133,464 annually  
(Plus Excellent Benefits)

**Posting Date:** July 27, 2017 (Thu)  
**Filing Deadline:** August 23, 2017 (Wed)

### SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

#### 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

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. 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. 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. 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. 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. 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. 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.

#### MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree or equivalent from an accredited college or university in Urban Studies, Business Administration, Public Administration, Economics or a closely related field. 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.

**Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

**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. California Real Estate Agent's License and/or Broker's license is preferred.

#### FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, August 23, 2017 at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

(Supplemental Questionnaire on Reverse Side)