

Regional Transit Job Announcement

www.sacrt.com

2810 O Street, Sacramento, CA 95816 (916) 556-0298

Real Estate Analyst II Internal/External

Salary: \$66,648 - \$93,264 annually
(Plus Excellent Benefits)

Posting Date: May 2, 2019 (Thu)
Filing Deadline: May 15, 2019 (Wed)

A SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to coordinate property management and negotiations resulting in permits, lease contracts, property transfers, and sales in the Real Estate Department. This is accomplished by coordinating paperwork for permit requests, licenses, encroachments, leases, dispositions, joint developments, and acquisitions and serving as the liaison between internal departments and external agencies.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Serves as the liaison between the legal department and external agencies by requesting permits and acquisitions and ensuring compliance with public agency acquisition procedures and local, state and federal regulations
- Prepares right-of-way status reports, evaluates potential sites for leases
- Responds to requests for use of property, inspects properties
- Processes entitlements, irrevocable offers of dedication and/or easements
- Prepares market analyses
- Assists in preparing Requests For Proposals and documents for appraisals
- Supports the management of licenses and leases by interacting with property owners, tenants, and the general public and exercising tact, discretion, and diplomacy and processing necessary paperwork
- Supports the sale and leasing of SacRT property by conducting research and processing the necessary paperwork. Supports public outreach and notification processes
- Monitors costs and budgets; monitors real estate assets
- Collects, compiles, and analyzes data and information
- Coordinates payment of invoices for leases, contracts, contractors, and real estate transactions
- Writes reports and drafts Board issue papers

MINIMUM QUALIFICATIONS

Education: Bachelor's degree or equivalent from an accredited college or university Business Administration, Public Administration, 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.

Experience: Three years of experience in a professional real estate, right-of-way, public administration or a related field.

Special Requirements: CA Real Estate License and/or International Right of Way Certificate are preferred.

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

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, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at 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, May 15, 2019 at 5:00 p.m. RT does not accept late applications regardless of postmark. **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)