
REAL PROPERTY PROGRAM MANAGER

DEFINITION

Under general direction, plans, directs, and oversees the activities, operations, and projects involving real property; oversees and participates in all phases and activities involved in real property planning, transactions and issues, including strategic planning, property negotiations, legal agreements, due diligence, and funding; serves as a technical expert and resource for assigned programs including providing extensive, in-depth, and specialized administrative, and compliance research, analysis, and support; analyzes programmatic practices and procedures and develops and implements recommendations for operational, policy, and procedural improvements; oversees, develops, summarizes, and maintains administrative, staff, technical, and fiscal reports and records; fosters cooperative working relationships among Authority units and divisions and acts as a liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager and/or the Assistant General Manager. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a professional level classification that serves as a subject matter expert with significant responsibility for designing, planning, implementing, evaluating, and modifying all activities of the Real Property program. Positions at this level oversee, direct, and participate in all activities of Real Property, including short-and long-term planning activities, budget preparation and implementation, extensive, in-depth, and specialized administrative, financial, and compliance research and analysis, support and analysis of programmatic practices and procedures, and external representation of the Authority. Successful performance of the work includes the use of initiative and resourcefulness, considerable independent judgement, and regular contact with senior management positions within the Authority, other public agencies, legislators, private and community organizations, regulatory and governmental agencies and the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.

- Plans, designs, coordinates, implements, promotes, and oversees real property programs, projects, and initiatives; develops and implements program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
- Negotiates complex real property transactions with multiple landowners, partner organizations, and public and private grant funders; develops and fosters productive communication and relationships with partners and landowners effectively representing the Authority's work and interests.

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- Reviews and conducts due diligence on properties being considered for purchase including title research, review of sellers' disclosures, existing leases and agreements, conservation values, zoning and development potential, code compliance and regulatory investigations; visits the property and identifies and addresses potential liabilities; manages the work of staff, consultants, or contractors to prepare due diligence documents.
- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; writes employee evaluations.
- In conjunction with legal counsel, negotiates, prepares, and reviews real property transaction documents related to land purchases, exchanges, easements, and leases including purchase and sale documents, title reports, easements, baseline documentation reports, grant agreements, partnership and funding agreements, license and management agreements, or related documents; and executes transaction close.
- Manages acquisition project completion processes including documentation, filing, and transferring responsibility of the property to Field Operations, and coordinating with other departments on closing out the project, such as communications for PR, GIS for data, Grants for any funding reporting.
- Manages the conservation easement program including annual conservation easement monitoring for compliance; engages Executive Leadership Team members and legal staff as necessary to address and resolve conflicts arising from easement and fee property issues to protect Authority property; negotiates settlements with property owner.
- Coordinates with other staff to secure grant or partner funding for key projects and real property programs; develop grant applications which includes research and preparation of supporting data, budgets and materials; ensure compliance with grant agreements; reconcile funding conditions as needed.
- Oversees and participates in a variety of land conservation planning activities and tracks development proposals in areas of interest to the Authority and reviews and negotiates the purchase of easements and exchange agreements associated with land use and mitigation; maintains a database and file system of Authority property interests and maintains research files on properties of interest; conducts strategic conservation planning, evaluation, and prioritization of potential real property projects.
- Prepares and presents to the Board of Directors reports and resolutions for real property projects including but not limited to, property purchases, conservation easements purchases, funding agreements, partnership agreements, memoranda of understanding, license and management agreements, grants, and leases and answers questions; briefs board on property transactions and solicits feedback and direction.
- Provides complex technical support to planning, field operations, communications, grants, and administrative staff related to Authority preserves, conservation easements, and other property inquiries including property boundaries, restrictions, easements, and access; coordinates across departments to maintain communication about upcoming property acquisitions or negotiations.
- Oversees management of contracts for services; initiates solicitations to provide materials and services; facilitates pre-proposal meetings; coordinates and participates in the evaluation of submittals; drafts and reviews terms and conditions of agreements; negotiates and executes contracts; oversees review of documents, reports, and other work products prepared by consultants and provides feedback and corrections; assists assigned staff with analysis and problem resolution for consultant issues that may arise.
- Maintains communication with landowners, code enforcement officers, planning officials and other regulatory agency staff; stays abreast of trends, issues, and best practices in the Real Property field,

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and develops and implements recommendations and actions in keeping with the Land Trust Alliance Standards and Practices.

- Prepares and administers budgets for the Real Property program, forecasts additional funds needed for acquisitions, staffing, consultants, contractors, equipment, materials, and supplies; makes recommendations for program development including developing funding strategies; works with accounting to ensure availability of funds/cash flow for transactions.
- Serves as the Authority's point of contact for all real property related inquiries from other governmental and/or regulatory agencies, utility companies, neighboring property owners, and the general public.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Budget development, contract administration, Authority-wide administrative practices, and the principles of risk management related to the functions of the assigned area.
- Real estate principles, practices and laws pertaining to the appraisal, negotiation, acquisition and disposition of land as well as the administration of land use, rental, and leasing agreements including property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Procedures and instruments of real estate law and property rights transactions including due diligence, Land Trust Alliance Standards and Practices and Brown Act as it applies to real property discussions
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Project management principles and practices, including goal setting, work plan development, implementation, and evaluation.
- Practices of researching planning, land acquisition, and conservation issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Environmental science and principles of conservation planning.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Methods and techniques of research, analysis, and effective technical report preparation and presentation.
- Principles and procedures of record keeping and reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

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- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Geographic Information Systems and familiarity with ArcGIS to provide direction and guidance on spatial analysis and map making

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and coordinate real estate programs, projects, and activities, including appraisal and acquisition.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Conduct accurate title, appraisal, and other due diligence research and reviews on complex and large properties, including those designated as historic and agricultural properties.
- Understand and evaluate financial statements, appraisals, pro forma statements, and market study data.
- Conduct negotiations with landowners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and written records of work performed.
- Prepare and administer grant applications.
- Conduct effective negotiations and effectively represent the Authority in meetings with community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain confidentiality within the constraints of the Public Records Act.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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Equivalent to a four (4) year degree from an accredited college or university with major course work in real estate, real estate law, planning, natural resources management, environmental science/policy, conservation planning, business administration or a related field, and five (5) years of increasingly responsible experience in real estate that includes significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect properties, including traversing steep uneven terrain, to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in and walking between work areas may be required and property inspections in rugged rural settings are also required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds and to hike in steep rugged terrain.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, steep and rugged terrain, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: September 2021
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