



PRINCIPAL PROPERTY DEVELOPMENT OFFICER

FC: QC226
PB: H
FLSA: Exempt

PC: 890
BU: 31 (AFSCME)
Revised: June 2015

*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.*

DEFINITION

Performs the most technical and complex tasks related to assigned area of Property Development; negotiates complex real estate transactions with the private sector and local land use jurisdictions for the use of BART property, private property and property controlled by the local jurisdiction; assists in the implementation of the District's newly adopted Transit-Oriented Development (TOD) Policy and in the development of policies and procedures governing District assets; assists in the management of the District's most complex property development projects; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a single specialist class which assists in the management of the monetary and facilities aspects as well as real property transactions of the District's property disposition program, including, but not limited to the sale and long-term lease of property. May be responsible for participating in supervising, assigning and reviewing work of subordinate or contract staff. Incumbent may also be responsible for overseeing the work of outside consultants and contractors. The Principal Property Development Officer is distinguished from the Manager of Property Development in that the latter is responsible for all of the activities and operations of the Property Development Division within the Executive Office of Budget and Planning.

REPORTS TO

This position reports to the Department Manager, Real Estate and Property Development or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assists in the management of the most complex real estate transactions undertaken by the Property Development Division including the sale and/or

long-term lease of the District's real property assets to the private sector and local land use jurisdictions in keeping with the District's Transit-Oriented Development Policy.

2. Assists in the management of subordinate staff, consultants and contractors in assessing the viability of potential land use transactions, securing private sector entities to develop the District's real property assets, assisting in securing entitlement from local land use jurisdictions, and negotiating real property transactions with the private sector.
3. Maintains control of implementation of Transit-Oriented Development projects throughout the BART organization to ensure TOD Policies and Board-adopted actions are fulfilled; interacts and works with various departments (e.g. Transportation, Maintenance and Engineering, Police, Customer Access, and Transit System Development).
4. Assists in the development of policy and procedures for handling District assets; administers programs; monitors legislative changes; makes changes as needed to policies and procedures; promotes application of public and private partnerships throughout all District activity.
5. Prepares contracts and agreements for requests for developer qualifications and/or development proposals; evaluates responses; makes recommendations and prepares information and memos for Management to submit to Board to accept/reject proposals, complete negotiations, and execute transactions.
6. Identifies modifications to existing BART policy to improve fulfillment of division goals and objectives; effectuates policy modifications as needed. Identifies Division needs in real property disposition activity; conducts research on tracking needs; coordinates market studies to determine rental and/or disposition values and cost analyses of property BART leases from others and of BART-owned property.
7. Conducts negotiations with the private sector, land owners adjacent to District assets and local land use jurisdictions to enlarge real property assets being considered for transit-oriented development; analyzes financial and physical impacts of combining real property assets in fulfilling BART TOD Policies and makes recommendations on disposition strategies.
8. Coordinates legal aspects of projects with District internal legal department and outside legal counsel, as appropriate; serves as expert witness in district litigation.
9. Assists in the management and coordination of the work of professional staff, consultants, and interns.

10. Represents the District in front of design review boards, planning commissions and city councils in support of development adjacent to the District's rapid transit facilities; testifies in all land use forums in support of transit-oriented development.
11. May participate in the selection of assigned staff; coordinates staff training; works with employees to correct deficiencies; assists in the completion of performance appraisals; implements counseling and discipline procedures.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a property disposition program.
- Methods and techniques of property management, and appraisal.
- Methods and techniques of land use development of all categories of land use.
- Principles and practices of land use planning.
- Basic principles and practices of construction engineering.
- Basic principles and practices of budget preparation.
- Current office procedures, methods and equipment including computers.
- Methods and techniques of legal documentation of real estate and real estate transactions.
- Related Federal, State, and local codes, laws, and regulations.
- Principles of supervision, training and performance evaluation.

Skill in:

- Independently performing property disposition and acquisition duties.
- Interpreting, explaining, and enforcing property development divisions policies and procedures.
- Performing relocation analyses and preparing recommendations.
- Developing and preparing relocation budget recommendations.
- Assessing real property values.
- Negotiating real property dispositions with private sector.
- Negotiating real property dispositions with local land use jurisdictions.
- Drafting real estate related documentation.
- Reading basic engineering plans, maps and related materials.
- Evaluating community services and transportation needs.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Working independently in the absence of supervision.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

- Selecting, supervising, training and evaluating staff.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, public administration, property development or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional experience in the area of acquisition, appraisal, disposal, or management of real property.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

Safety Sensitive Designation: No