



DEPARTMENT MANAGER, PROPERTY DEVELOPMENT

JC: 000027
PB: 12
FLSA: Exempt

PC: 960
BU: 95 (NR)
Created: August 11, 2005

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

Plans, directs, manages and oversees the activities and operations of the Property Development Department within the Office of Planning and Budget, including the compliance with and enforcement of the District's Transit-Oriented Development (TOD) Policy, acquisition, development and management of developed property; negotiation of and securing all property rights in support of the TOD Policy, including assessments of development proposals, identifying and securing developers, securing Board authorization to implement development proposals, negotiating and executing all agreements related to property development; coordinates assigned activities with other departments, and outside agencies, ensuring all disciplines adhere to Board-authorized land use transactions; provides highly complex administrative support to the Executive Manager, Planning and Budget, and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages property development activities associated with station area development, including negotiation, disposition and execution of all property development-related agreements. Responsibilities include the coordination of local agencies, developers and related District departments in the planning and implementation for effective development use of station areas.

REPORTS TO

This position reports to the Executive Manager, Planning and Budget.

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

1. Assumes management responsibility for services and activities of the Property Development Department including negotiating all aspects of land use transaction in keeping with the District's Transit-Oriented Development Policy, including land sales, easements, and long-term ground leases on and off District property; manages implementation and all executed agreements related to property development; coordinates assigned activities with other departments and outside agencies.
2. Plans, directs, manages and participates in the development and implementation of goals,

- objectives, policies and priorities for assigned programs; identifies modifications to existing District policy to improve fulfillment of property development goals and objectives.
3. Establishes within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
 4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
 5. Manages consultant projects; oversees budget expenditures, correspondence, and acceptance of final products; prepares and presents periodic reports to management and the Board of Directors on the status of projects; reviews and approves work products.
 6. Evaluates revenue and ridership-generating potential when evaluating development within the areas influenced by District stations and the District's transit operations; conducts financial and site planning analyses of private sector development; secures District, public agency, and local jurisdiction support for site and area development projects; prepares written reports on viability and impact of development.
 7. Prepares proposals for development projects and secures District Board approval; ensures proposals comply with public agency charter and status; markets development opportunity through public and private media and forums.
 8. Assesses private sector development proposals; analyzes developer qualifications, financial viability, site planning viability, impact on District service, DBE compliance, financial return to District, and fulfillment of District policy objectives; solicits local jurisdiction representative to participate in, and comment on, evaluation process; prepares recommendation to District Board of Directors and local jurisdictions on project viability.
 9. Prepares, negotiates and executes a variety of documents including exclusive negotiating agreements, memorandum of understanding, purchase and sale agreements, development and disposition agreements, option agreements, easements, licenses, property exchange agreements, and all other agreements related to property development; conducts negotiations with selected private sector development team and with local land use jurisdictions; secures pertinent District department support for agreement; secures Board approval of land use transactions; completes negotiations and executes documents.
 10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
 11. Creates and presents department's goals and objectives to senior management as part of operating budget process; develops and directs administration of the department's capital budget, including the forecasting of funds needed for staffing, and consultant assistance, and approving expenditures; capital funds secured from private sector; identify and secure sufficient

Department Manager, Property Development

Page 3

private fund to compensate appropriate BART staff in their support of implementing private development projects at and around BART stations.

12. Serves as the liaison for the Property Development Department within the District and outside agencies; negotiates and resolves sensitive and controversial issues; makes presentations to community groups, appointed commissions and elected officials in support of the District's TOD Program and specific development projects at BART stations. Represent the District's Property Development Program throughout the Bay Area by participating in various forums and making presentations to various organizations.
13. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
14. Serves on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to property development programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of real estate development.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a property development and real estate development program
- Principles and practices of real estate development and land use planning
- Principles and practices of program development and administration
- Methods and techniques of contract negotiations and agreements
- Methods and techniques of financial/site planning analysis and real estate appraisal
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Managing a comprehensive real estate development program
- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Preparing site planning assessments for proposed developments on and off District property
- Negotiating real estate development agreements
- Conducting feasibility studies of proposed development projects
- Monitoring development trends and implementing appropriate changes to District development Strategy
- Participating in the development and administration of Department goals, objectives and procedures

Department Manager, Property Development

Page 4

- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Six (6) years of (full-time equivalent) verifiable professional real estate development experience which must have included at least three (3) years of administrative and supervisory experience.

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:

Requires maintaining physical conditions necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 - Executives/Managers
Census Code: 0430 - Miscellaneous Managers
Safety Sensitive: N