



DEPARTMENT MANAGER, REAL ESTATE AND RIGHT OF WAY MANAGEMENT

JC: ADM000005

PB: 12

FLSA: Exempt

BU: 95 (NR)

Created: March 21, 2007

*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 Real Estate and Right of Way Management Department, including the compliance with and enforcement of the District's Real Estate Policy, acquisition and management of real property; negotiation for and securing all required property rights including leasing and rights of way necessary for District operations, quality of Title acquisition; appraisals, condemnations of real property, real property sales, permit program, utility identification, disposal of excess land, acquisition, management of all District owned and leased properties and disposal of building improvements, and the rental/leasing of District owned properties and concessions; provides highly complex administrative support to the Assistant General Manager, Administration, and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate professional staff, the District's appraisal and property acquisition of right-of-way, the disposals, relocations, surveying, management of District real property, permit program, utility identification, liquidation of excess parcels and condemnation proceedings and revenue-generating concessions operations. The incumbent is accountable for developing and accomplishing all departmental goals and objectives and for furthering District goals and objectives within general policy guidelines.

REPORTS TO

This position reports to the Assistant General Manager, Administration.

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

1. Assumes full management responsibility for all departmental services and activities including appraisal, sale, acquisition, relocation and management of District property.
2. Manages the development and implementation of goals, objectives, policies and priorities for each assigned service area.

Department Manager, Real Estate and Right of Way Management

Page 2

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, oversees and coordinates, through subordinate level staff, the Real Estate and Right of Way Management Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Oversees the acquisition, relocation and rearrangement of affected utilities; overseas or represents the District in negotiations with municipalities, utilities and other public agencies; manages and ensures mitigation of construction-related impacts on utility service.
7. Directs and oversees the work of the Property Management group.
8. Oversees the issuance of Right-of-Way Certifications for District construction contracts; coordinates right-of-way activities with internal and external legal counsel, and District representative for legal matters pertaining to real estate.
9. Ensures all departmental activities and operations meet and comply with all mandated federal, state and District guidelines, policies, procedures, rules and regulations.
10. Confers with District management and Board of Directors on major real property and concessions activities or issues, and advises of critical path activities which may conflict with project delivery schedule or present a potential threat or risk to District assets; prepares reports and presentations for management and Board of Directors.
11. Oversees real estate requirements with various departments; reviews, executes and authorizes purchase and sale agreements, leases, licenses, permits, requisitions, contracts, claims, offers of just compensation and other related documents; manages timely delivery of real property related documents.
12. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements
13. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Develops and directs administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements adjustments as appropriate and necessary.
15. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.

16. Represents the Real Estate and Right of Way Management Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Provides staff assistance to the Assistant General Manager, Administration; serves on a variety of boards, commissions and committees; stays abreast of new trends and legislation and in the field of real property; prepares and presents staff reports and other necessary correspondence.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a Right-Of-Way program, including land acquisition and management, revenue generation and related areas
- Operational characteristics, services and activities of a Surveying/Engineering program
- Operational characteristics, services and activities of a Property Management program
- Principles and practices of real property program development and administration
- Methods and techniques of real property appraisal, development and management
- Methods and techniques of dispute resolution, negotiation and contracting
- Methods and techniques of public sector finance
- Principles and practices of land ownership transactions
- Principles and practices of right of way, condemnation, and relocation activities
- Methods and techniques of financial analysis as applied to real estate transactions
- 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:

- Overseeing and managing a comprehensive real property services program
- Negotiating favorable contractual terms for District
- Developing and administering departmental goals, objectives and procedures.
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Reading and interpreting maps and legal descriptions of property
- Reviewing real property documents for compliance with laws, regulations, policies, and procedures
- 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 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 public sector property management and acquisition experience, which must have included at least three (3) years of administrative and managerial 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:

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: TBD

Census Code: TBD

Safety Sensitive: TBD