



GROUP MANAGER, TRANSIT ORIENTED DEVELOPMENT

JC: 000312
PB: 11
FLSA: Exempt

BU: 95 (NR)
Created: March 2020

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

Under general direction, plans, directs, manages and oversees the activities and operations of the Transit Oriented Development (TOD) group within the Real Estate and Property Development Department, including establishment and implementation of policies and procedures related to the advancement of the District's TOD program; provides highly responsible and complex support to the Director of Real Estate and Property Development and Chief Planning & Development Officer; coordinates activities with other departments and outside agencies; and performs related duties as assigned.

CLASS CHARACTERISTICS

This deputy director level classification performs management and administration of a group under the direction of the Director. Classifications at this level assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with internal departments to develop continuous process improvements. Additionally, this classification is responsible, through subordinate managers, for managing policies and procedures in support of the Department's overall mission. This classification is distinguished from Director of Real Estate and Property Development in that the latter has overall management responsibilities for the District's Real Estate, Right of Way, Property Development and Property Management functions and activities.

REPORTS TO

Director of Real Estate and Property Development

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

1. Assumes full management responsibilities for all services and activities related to the District Transit Oriented Development (TOD) program; plans, directs, manages and oversees work performed by staff assigned to property development projects; participates in changing and enhancing all policies and procedures related to TOD.

2. Oversees the implementation of TOD projects throughout the District to ensure TOD policies and Board-adopted actions are fulfilled.
3. Manages the development and implementation of departmental goals, objectives, policies and priorities in assigned project areas.
4. Monitors or participates in the preparation and review of designs, plans, specifications and cost estimates; ensures specifications and contract requirements comply with District standards and policies.
5. Manages, oversees and conducts external engagement with regional partners, other agencies, and possible developers, including negotiations with private sector, landowners adjacent to District assets and local land use jurisdictions to enlarge real property assets being considered for TOD projects.
6. Represents the District in front of the Board of Directors, design review boards, planning commissions and city councils in support of development adjacent to District facilities; testifies in land use forums in support of TOD.
7. Works with internal staff to identify and secure funding sources to support TOD projects.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
10. Serves as the project liaison with other divisions, departments and outside agencies; negotiates and resolves project issues.
11. Provides responsible staff assistance for higher level management staff on projects and related matters.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.
13. Explains, justifies, and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.

QUALIFICATIONS

Knowledge of:

- Principles and practices of Transit Oriented Development
- Operational characteristics, services and activities of transit oriented and joint development real estate project transactions
- Principles and practices of project management
- Principles and practices of contract administration
- Principles and practices of real estate property related to the appraisal, acquisition, management and sale of public real property assets
- Methods and techniques of real estate development
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates
- Methods and techniques of contract negotiation
- Principles and practices of procurement
- Principles and practices of budget development and administration
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objectives and procedures
- 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
- Directing the development of procedures and standards for transportation operations
- Assessing budgetary impact of service delivery changes
- 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 the work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Urban Planning, Real Estate, Business Administration, Public Administration or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in real estate development and Transit Oriented Development program planning, with at least two (2) years of management and/or supervisory experience.

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; field environment; noise, heat, cold, and inclement weather.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0450 – Miscellaneous Managers
Safety Sensitive: No