

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: REAL ESTATE MANAGER

DEPARTMENT: ADMINISTRATIVE SERVICES DEPARTMENT

BASIC FUNCTION:

Under general direction, to plan, organize, direct and coordinate city's real estate portfolio; develop and negotiate revenue enhancement strategies and contracts related to city real estate holdings, acquisitions and leasing; and to perform related duties as assigned.

KEY RESPONSIBILITIES:

Plan, organize and manage the city's comprehensive real property programs, including determining long and short term real estate needs, creating and implementing a strategic plan for real property, negotiating acquisitions and dispositions, leases, and managing contracts in accordance with city procedures.

Measure property and real property performance against the annual budget.

Provide staff support to the City Council and other boards, committees and commissions established to address property and real property issues.

Conduct and perform analysis of real estate needs, cost studies, valuations, estimates and appraisals; prepare comprehensive reports related to real property activities; conduct special studies regarding vacant or occupied properties for future purchase, lease or development.

Research and examine public records to identify ownership of affected property and determine property rights and descriptions; perform title searches and analyze title reports, litigation guarantees and court documents to determine liens, restrictions and encumbrances on properties.

Review contracts, agreements, deeds and conveyances.

Oversee and provide information and direction regarding property and real property on the city's website and other various publications; serve as the media contact for property and real property issues for the city.

Resolve and/or mediate problems and complaints from property owners, contractors, engineers, developers, tenants, attorneys and others involved with real property transactions; provide for and negotiate repairs and maintenance for leased properties.

Prepare, administer and monitor the budget for assigned programs including recordkeeping of city property and lease agreements.

Supervise, train and evaluate staff, as required.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of the management and administration of real property, acquisition, sale, leasing and property management.
- Applicable federal, state and local laws, regulations and requirements pertaining to California real property administration and government real property laws.
- Relevant city codes, policies and procedures pertaining to building, finance, planning, land use and permit processing.
- Principles and practices of organization, administration, budgeting and personnel management.
- Effective customer service and public, business and community relations techniques.
- Marketing and promotional techniques used in real property activities.
- Research methods, statistical analysis and techniques and methods of report preparation and presentation.

Ability to:

- Plan, develop, manage, and coordinate the activities of the city's comprehensive real property program.
- Plan, acquire, lease and manage city facilities and sites by negotiating and developing contracts between the city and the private sector, including developing and evaluating proposals.
- Provide administrative and professional leadership for assigned staff.
- Properly interpret, and make decisions in accordance with laws, codes, regulations and policies.
- Analyze problems and issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Conduct effective media and public relations campaigns.
- Communicate effectively both orally and in writing; present ideas and concepts persuasively in speaking before groups or writing for publication.
- Establish and maintain effective relationships with city officials, employees, representatives from other agencies and the public.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of a Bachelor's degree from an accredited college or university in the field of business, real property management or public administration, or a closely related field; and five years of increasingly responsible experience in property and real estate management and financing, preferably in a municipal or special district environment.

A master's degree public or business administration or a related field is highly desirable.

A state-issued real estate license is required, and a state issued real estate state broker license is desirable.

A California Appraiser license is desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

This position is typically situated in an office setting. Frequent daily and weekly travel to meetings within the city and to various out-of-city locations is necessary in the course of performing duties.

This is an at-will management classification.

DATE APPROVED: June 30, 2015