

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

February 9, 2024

TITLE: Manager, Real Estate, Capital Project Support
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Real estate and Property Development
APPLICATION DEADLINE: **Sunday, March 10, 2024**
PAY RANGE: **\$2,342.15 - \$3,513.23 weekly (\$121,792 - \$182,688 estimated annual)**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: Under the General Direction of the Director of Real Estate & Property Development, and the direct supervision of the Deputy Director of Real Estate & Development, this position is solely responsible for managing real estate activities necessary to support capital projects of SamTrans, the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo Transportation Authority (Agencies), including overseeing all aspects of the agencies' real estate acquisition and licensing programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manages the daily functions, operation, and activities of the agencies' real estate operations in support of Agencies' capital project programs.
- Manages all aspects of the capital project's right of way program for each agency, including schedule, budget, ordering appraisals, review appraisals, making offers, working with title and program management close transactions, file organization and documentation, management of all activities to the construction schedule in coordination with all relevant capital program project managers.
- Ensures that all property appraisals, offers, acquisitions and relocations of real and personal property, for those persons displaced occupants is conducted in conformance with the Uniform Relocation Act and all relevant Federal and Caltrans requirements.
- Liaise with Caltrain Third Party Engineering program to license activities and utilities within SamTrans and Caltrain right of way, both for capital projects and day to day operations.
- Liaise with the District Surveyor to help ensure all pre-acquisition survey/base map/appraisal map activities are in place for the acquisition phase of the projects.
- Ensure proper documentation and of the right of way process for capital projects.
- Manages staff and consultants as they conduct right of way activities to support Agency capital projects.
- Communicate with internal and external project stakeholders in support of capital projects programs through presentations, letters, emails and information verbal communication.
- Oversees legal efforts in support of real estate activities.
- Property ownership research.
- Knowledge of property titling elements.
- Support licensing and utility research for capital project's utility relocation efforts.
- Assists with leasing and property management of agencies' property.
- Prepare and manage contracting documents for the Real Estate department to utilize various on-call contracts, this may include working with Procurement and Contracts for RFP, RFQ, and work directive preparation for various projects.
- Familiarity with Microsoft business applications.
- Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate training and professional development. Establish performance objectives. Monitor and evaluate employee performance including taking appropriate corrective and/or disciplinary action.

EXAMPLES OF DUTIES:

- Working with the Director and Deputy Director to collaboratively prioritize and track work performed for each agency.
- Preparation and presenting of staff reports and presentations for Board meetings.
- Represent agency at intergovernmental and private sector meetings. Work closely with community members, neighborhood councils, business, property owners, neighborhood groups and various public/private organizations.
- Oversee the issuance of Right-of-Way Certifications in support of the Agencies' construction contracts.
- Conduct/direct complex appraisals, setting just compensation, acquisition, negotiations, relocation assistance, and closing on properties.
- Perform detailed research for title issues including interpreting real estate documents.
- Assist with determining/designating surplus property by the Surplus Land Act for acquisition, disposition, or development of agencies' real property.
- Confer with Director/Deputy Director of Real Estate & Property Development, District management, and Board of Directors on major real property acquisition and utility relocation activities or issues.
- Advise of critical path activities related to right of way, licensing, leasing, and project planning and execution, and condemnation, all of which may conflict with project delivery schedule or present a potential threat or risk to District assets.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director/Deputy Director of Real Estate & Property Development, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree
- Five (5) years full-time progressively responsible public agency real estate experience acquiring, appraising, relocating tenants from and/or managing properties for public use pursuant to State and Federal regulations.
- Two (2) years in a project lead or supervisory role.
- Must be highly skilled in preparing formal written reports and presentations to various groups.

PREFERRED QUALIFICATIONS:

- Knowledge of GIS
- Proficient in Microsoft Suite

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off: Up to 26 days per year
Cafeteria Plans: Medical, dental, vision care, group life insurance and more
Transportation: Free Bus Transportation for employees and qualified dependents
Work Location: Select positions are eligible to work remote up to 50% of the time
Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, March 10, 2024**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.