



Midpeninsula Regional Open Space District

SENIOR PROPERTY MANAGEMENT SPECIALIST

DEFINITION

Under general direction, leads, oversees, negotiates and performs a variety of complex property management transactions including the management of the District's rental and leased land programs, negotiating lease agreements, coordinates capital improvement projects; resolves easement issues and performs appraisal analysis, and preparation of related documents; conducts studies and develops recommendations for action, policies, and procedures; responds to requests and inquiries from property management stakeholders and the public and provides information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Land and Facilities Services Manager. Exercises direct supervision over assigned staff, interns, and/or volunteers and exercises lead technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

This is the highest-level classification in the professional property management series that provides advanced specialized expertise in property management issues that is applied to the administration and management of large, complex, and diverse projects or a focused area of responsibility. Incumbents make decisions of critical impact involving the development and implementation of policy and/or long- and short-term goals and objectives in a focused area of responsibility or assigned project area(s). Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees both day-to-day current and long-term activities and is responsible for providing professional-level support to assigned management staff in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with and providing technical support to other District departments and other public agencies. This class is distinguished from the Land and Facilities Services Manager in that the latter has overall management responsibility for all land and facilities programs including the property management program and its functions and activities and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, directs, and participates in highly complex and specialized property management projects and activities; designs and conducts studies to develop plans and policies; conducts field inspections of assigned property management projects to ensure compliance with Federal, State, and local laws, rules, and regulations, including the California Environmental Quality Act (CEQA), and local guidelines and procedures.
- Performs a variety of complex professional property and land management activities involved in the management, maintenance, and leasing of District properties and assets. Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects,

and activities; identifies opportunities for improvement and recommends to District management staff.

- Manages and coordinates the development of plans and policies requiring cross departmental and consultant input enabling the District new types of leasing opportunities.
- Manages District rental properties including negotiation and monitoring of rental income for residential, employee housing, communications, historical, grazing and agricultural leases; pursue alternative lease arrangements.
- Oversees an effective maintenance and improvement program for District rental properties and employee residences.
- Participates in the development and oversees the administration of the property management program budget; monitors and approves expenditures for maintenance and repair of rental structures.
- Negotiates and prepares complex lease documents, easements, permits and other similar documents relative to property management interests.
- Conducts due diligence on properties with the Real Property department to coordinate on possible leases and structures being considered as part of the purchase. Participates in a variety of planning activities and special projects as necessary.
- Resolves conflicts of interest arising from easement issues to protect District property; negotiates settlements with property owner.
- Assists in administering the District's volunteer easement monitoring program; resolves easement violations reported by staff, volunteers and others.
- Initiates and maintains communication with landowners, code enforcement officers, planning officials and other regulatory agency staff.
- Reviews and prepares California Environmental Quality Act compliance documents for land purchase and protection projects.
- Establishes and maintains open communication with other program staff; coordinates activities and work cooperatively in a professional manner.
- Collaborates with management and District counsel to prepare drafts of residential rental agreements, agricultural leases, communications leases, other lease agreements and correspondence asserting property rights involving District owned properties and land.
- Prepares correspondence, documents, and reports to address issues related to property management.
- Prepares and submits board agenda reports and various other committee, and staff reports, resolutions, ordinances, and correspondence related to property management.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and funding sources for planning and implementing assigned property management programs and projects.
- Principles and practices of project management.
- Principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Real estate principles, practices and laws pertaining to property and asset management, administration of land use, rental, and leasing agreements including property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Procedures and instruments of property and asset management.
- Methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts, and other property related documents.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.

- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Techniques of contract administration.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Rural property management overseeing agricultural and grazing activities and tenants.
- Principles and practices of general construction management.

Ability to:

- Plan, organize, and coordinate property management programs, projects, and activities, including lease administration, infrastructure assessment and contractor oversight.
- Conduct accurate appraisal and rental survey reviews on residential rentals, complex and large properties, including communication sites, historical and agricultural properties.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Oversee, train, plan, organize, schedule, assign, and review the work of staff.
- Understand and evaluate financial statements, pro forma statements, evaluate appraisals, and market study data.
- Conduct negotiations with land owners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a four (4) year degree from an accredited college or university with major course work in real estate, real estate law, property or asset management, business administration or a related field, and

five (5) years of increasingly responsible experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of an International Right of Way Association (IRWA) Right of Way Asset Management Certification within two (2) years of hire.
- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Must possess mobility to work in the field; strength and stamina, to inspect and work in remote District sites, including hiking in steep and uneven terrain, climbing ladders and stairs, operating a motor vehicle to visit various District and meeting sites, and working in inclement weather. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset tenants/lessees, staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: June 2016
REVISED: October 2019
FLSA: Exempt