



## GROUP MANAGER OF REAL ESTATE & PROPERTY MANAGEMENT

JC: 000341  
PB: 11  
FLSA: Exempt

BU: 95 (NR)  
Created: January 2022

*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 Real Estate group within the Real Estate & Property Development Department, in the Office of Planning and Development, including day-to-day management of BART's construction permitting oversight; real estate leases with BART as lessor and lessee; right-of-way acquisition, disposition, and certifications; surveying; facilities needs management; property management for BART Headquarters and 101 Eighth Street (MET), and other property-based transactions and information requests; provides highly complex administrative and management support to the Director of Real Estate & Property Development, prepares Board and executive briefings on real estate matters, interfaces with other departments to provide internal real-estate services; 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 all real estate activities and supporting all functions and facilities needs throughout the district.

### **REPORTS TO**

Director of Real Estate & Property Development

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

1. Assumes management responsibility for services and activities of the Real Estate Group including permits to enter; real estate leases, acquisitions, and disposition; right-of-way compliance; facilities needs management; property management; and other real property requests or needs.
2. Oversees BART's permitting process for third parties needing entry into BART rights-of-way and other properties. Ensures efficient coordination of permitting process with other BART groups including Finance and Maintenance and Engineering. Sets performance metrics for timely processing of all permits and high-quality customer service.
3. Oversees management of BART leases both as lessor and lessee, including monitoring and enforcement of lease terms, negotiating leases, and appropriate market analysis to establish reasonable lease terms.

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4. Oversees BART's acquisition and disposition of real property including appraisals, negotiations, and compliance with state and federal laws.
5. Maintains BART's right-of-way self-certification with the State of California, ensuring staff maintain necessary credentials and skill sets.
6. Oversees the Group's work with other departments to identify long term real property needs, identify appropriate facilities both within BART's existing facilities and properties and other properties as needed.
7. Ensures the Group provides appropriate Right-of-Way certification requirements for District construction work.
8. Oversees District Right-of-Way Surveyor and Right-of-Way Officer work to support BART construction, development, acquisition, and disposition activities.
9. Oversees property management and related services for BART Headquarters (2150 Webster) and 101 Eighth Street facilities in Oakland, and other future properties to be determined by the District.
10. Directs and assesses property acquisition opportunities; analyzes feasibility, financial and site planning viability, impact on District service, DBE compliance, financial return to District, and fulfillment of District policy objectives; solicits local jurisdiction review and guidance; prepares recommendation to District Board of Directors and local jurisdictions on property use viability.
11. Prepares, negotiates and executes a variety of documents including agreements, memorandum of understanding, purchase and sale agreements, option agreements, easements, licenses, property exchange agreements, and all other agreements related to property acquisition; conducts negotiations with selected parties and with local land use jurisdictions; secures pertinent District department support for agreement;
12. Manages BART's records retention policy and requirements for the Real Estate Group, including parcel maps, and other real property information.
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. Oversees BART monitoring and collection of revenues for permits, leases, and other real property revenue streams.
15. Manages BART's excess land including compliance with state and federal laws.
16. Supports Director of Real Estate in preparing goals and plans for operating budget process; the Group's capital budget, including forecasting of funds needed for staffing and consultant assistance; monitoring quarterly financial reports and staff charges to capital projects.
17. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of real estate, right-of-way.

18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Operational characteristics, services and activities of a self-certified right-of-way and public real estate program
- Principles and practices of property management
- Principles and practices of public right-of-way
- Principles and practices of appraisals and valuations
- Principles and practices of eminent domain
- Methods and techniques of contract negotiations and agreements
- Methods and techniques of real estate appraisals and valuations
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

#### **Skill/Ability in:**

- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- 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
- 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 work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of 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 real estate or right-of-way experience which must have included at least two (2) years of management 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.

Regular field-work and site visits (monthly)

#### **Physical Conditions:**

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

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