



MANAGER OF PROPERTY DEVELOPMENT PROJECTS

JC: 000267

PG: I

BU: 31 (AFSCME)

FLSA: Exempt

*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, manages complex property development and real estate projects, and negotiates complex real estate transactions with a high degree of independence with the private sector and local land use jurisdictions for the use of BART property, private property, and property controlled by the local jurisdiction; with direction of the Group Manager of Transit-Oriented Development (TOD), leads in development of policies and procedures governing District assets; supervises and/or mentors other staff in enhancing their technical performance; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first level full supervisory/managerial classification responsible for managing projects and performing and overseeing the negotiation of real property transactions of the District's property disposition program, including, but not limited to the sale and long-term lease of property. This classification is accountable for furthering District real estate and TOD related policies under supervision of Group Manager of TOD, and is responsible for participating in supervising, training, assigning, and reviewing the work of subordinate or contract staff. This classification is distinguished from the Principal Property Development Officer in that it requires a greater level of independence and may be singularly responsible for ensuring successful outcomes of one of several programs overseen by the Group Manager of TOD.

REPORTS TO

Group Manager of Transit-Oriented Development

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

1. Manages assigned property development projects; manages the most complex real estate transactions undertaken by the Property Development Division including the sale and/or long-term lease of the District's real property assets to the private sector and local land use jurisdictions in keeping with the District's Transit-Oriented Development Policy.
2. Develops and manages programs or initiatives that are subcomponents of the Transit-Oriented Development group, such as asset and records management, station retail, agreements templates, and procedures.
3. Manages, mentors, and/or trains subordinate staff, consultants and contractors in the most complex technical aspects of property development, such as assessing the viability of potential land use transactions, securing private sector entities to develop the District's real property assets,

Manager of Property Development Projects

Page 2

assisting in securing entitlement from local land use jurisdictions, and negotiating real property transactions with the private sector.

4. Acts as a primary liaison to other BART departments (e.g. Transportation, Maintenance and Engineering, Police, Customer Access, and Transit System Development).
5. Directs and/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.
6. Under the supervision of TOD Group Manager, leads in the day-to-day development of policies and procedures for handling District assets; administers programs; monitors legislative changes; makes changes as needed to policies and procedures; promotes application of public and private partnerships throughout all District activity.
7. Represents BART's TOD program with external public and private partners, including executives and elected officials.
8. Conducts negotiations with the private sector, landowners adjacent to District assets and local land use jurisdictions to enlarge real property assets being considered for transit-oriented development; analyzes financial and physical impacts of combining real property assets in fulfilling BART TOD Policies and makes recommendations on disposition strategies.
9. Provides responsible staff assistance for higher level management staff on projects and related matters.
10. Coordinates legal aspects of projects with District internal legal department and outside legal counsel, as appropriate; serves as expert witness in district litigation.
11. Manages and coordinates the work of professional staff, consultants, and interns.
12. Represents the District in front of design review boards, planning commissions and city councils in support of development adjacent to the District's rapid transit facilities; testifies in all land use forums in support of transit-oriented development.
13. May participate in the selection of assigned staff; coordinates staff training; works with employees to correct deficiencies; assists in the completion of performance appraisals; implements counseling and discipline procedures.

QUALIFICATIONS

Knowledge of:

- Principles and practices of project management
- Operations, services, and activities of a property disposition program
- Methods and techniques of property management, and appraisal
- Methods and techniques of land use development of all categories of land use
- Methods and techniques of contract negotiation

Manager of Property Development Projects

Page 3

- Complex real estate transactions
- Principles and practices of land use planning.
- Principles and practices of budget development and administration
- Basic principles and practices of construction engineering
- Current office procedures, methods and equipment including computers
- Methods and techniques of legal documentation of real estate and real estate transactions
- Related Federal, State, and local codes, laws, and regulations
- Principles of supervision, training, and performance evaluation
- List the knowledge required to perform the duties of this classification

Skill in:

- Managing, supervising, and coordinating assigned projects
- Developing and implementing project goals, objectives, and procedures
- Planning, organizing, scheduling, monitoring, and reviewing project work
- Managing project design concepts and solutions
- Managing and reviewing project budget analysis, calculations, and cost estimates
- Preparing designs, plans, specifications, and cost estimates
- Directing or conducting contract negotiations
- Conducting field inspections
- Developing and administering project budgets
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Interpreting and explaining established policies and procedures for assigned District projects
- Preparing clear and concise reports
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Selecting, supervising, training, and evaluating staff
- List the skills/abilities required to perform the duties of this classification

MINIMUM QUALIFICATIONS:

Education

A Bachelor's degree in business administration, public administration, property development, public policy, planning or a closely related field from an accredited college or university.

Experience

Four (4) years of (full-time equivalent) verifiable professional experience in the area of acquisition, appraisal, disposal, or management of real property, which must have included at least one (1) year of administrator/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.

Physical Conditions

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 1500 – Supervisors/Other
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : June 2019
Revised: November 2022
Updated :