



Sacramento Regional Transit District

Director, Real Estate/Transit Oriented Development

SALARY	\$129,972.00 - \$181,932.00 Annually	LOCATION	Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	TBD
DEPARTMENT	Real Estate	OPENING DATE	12/19/2023
RECRUITMENT TYPE	Internal/External		

Description

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to direct, plan, organize, and oversee the District's Real Estate projects and Transit Oriented Development. This is accomplished by overseeing the acquisition and sale of properties in support of Transit Oriented Development Projects and the sale and lease of properties related to the development of SacRT properties; managing project grants, project related interagency agreements, contract management, and project development functions and programs for the Real Estate department and Transit Oriented Development; managing SacRT properties with the objective to maximize the economic benefit of SacRT properties; planning, organizing, supervising, and coordinating the work of assigned staff and consultants engaged in acquiring, appraising, managing, leasing, licensing, and disposing of real property rights.

Examples of Duties

- Directs, and manages all activities related to SacRT real estate programs and makes recommendations for joint development opportunities in accordance with District policy, including negotiations with developers, local governments and public agencies.
- Plans, directs, integrates, and monitors the planning, predevelopment, competitive offerings, and evaluation and selection of developers for negotiations and project development work.
- Leads and coordinates internal and external participants in complex real estate negotiations for development agreements, ground leases, purchase and sale agreements, and all related implementing agreements and excess property sale or disposition functions.

- Performs oversight of professional and technical consultant agreements, including budget, expense tracking, contract performance, and reporting on status of work products.
- Leads collaborative work with local jurisdictions to obtain appropriate and feasible development entitlements; negotiates and develops cooperative and other agreements with public and private non-profits, community-based organizations, and other entities.
- Actively participates in discussions and negotiations of agreements regarding joint development projects.
- Develops business plans and financial forecasts of potential and proposed projects; may investigate funding sources.
- Assesses, develops, and identifies project scopes, schedules, budgets, and resources; develops estimated potential timelines.
- Monitors project activities and ensures compliance with approved plans.
- Facilitates development activities by scheduling meetings, setting time schedules, and identifying project needs.
- Maintains awareness of potential, pending, and current legislation impacting SacRT.
- Plans, directs, integrates, monitors, and oversees the appraisal, acquisition and management of property of tenants, homeowners, and businesses, and the sale of excess property.
- Conducts the most difficult appraisals, negotiations, relocation assistance, and excess property sale contracts; performs detailed complex research, analyses, and determinations.
- Manages preparation of legal documents required for land acquisition, joint development agreement acquisition and leasing.
- Negotiates and develops cooperative agreements with public agencies, utilities, and other entities.
- Oversees property management functions, including lease and license portfolio, as well as encroachment and right-of-way matters.
- Represents the District at meetings with various external groups, including local/appointed officials, community, and business groups.
- Prepares and presents information to the public, boards, committees, and community groups as requested.
- Forecasts, plans, and coordinates departmental staffing and needs, coordinating required staff training relationships with internal and external customers.
- Provides supervisory responsibilities by monitoring department workload for efficiency, conducting staff performance, addressing staff questions and concerns, developing individual goals and objectives for staff members, and interviewing and hiring staff as necessary.
- Provides budgetary and financial overview by developing the goal and objectives for the annual budget, monitoring monthly budget performance, forecasting staffing and equipment requirements.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Urban Planning or Development, Business Administration, Public Administration, Real Estate, Economics, or a closely related field.

Experience: A minimum of seven (7) years of experience in Real Estate Property Acquisition, Asset Management, or Development, including three (3) years of supervisory experience. Transit experience is preferred. **OR** 7 years of experience in public sector real estate involving joint development, property development, acquisition and

property management work with large scale public works projects, including 3 years of supervisory experience is preferred.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted on or before the closing date. The position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled with qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

Agency

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Director, Real Estate/Transit Oriented Development Supplemental Questionnaire

*QUESTION 1

Describe, in detail, your experience in Real Estate Property Acquisition and Asset Management and/or Development. For each area, include the name of the employer(s), your job title(s), the number of years you performed these duties and if this experience was in a public transportation setting.

***QUESTION 2**

Describe, in detail, your experience in public sector real estate involving joint development, property development, acquisition and disposition, and property management work with large scale public works projects. In your response, include the name of the employer(s), your job title(s), the number of years/months you performed these duties and if this experience was in a public transportation setting.

***QUESTION 3**

Describe, in detail, your specific experience in transit-oriented development (TOD)/ Real Estate projects. In your response, include the name of the employer(s), your job title(s), the number of years/months you performed these duties and if this experience was in a public transportation setting.

***QUESTION 4**

Describe, in detail, your experience, if any, with supporting Capital Projects and the sale and lease of property. Additionally detail your experience managing and coordinating project grants. In your response, please include the name of the employer, specific responsibilities, size of the workforce, and number of years/months you performed these duties.

***QUESTION 5**

Detail your experience working in transit and/or transportation. If you have no direct experience, please describe your experience and how you believe your experience is transferable. In your description, include the name of the employer(s), your job title(s), the number of years/months you performed these duties.

***QUESTION 6**

Describe, in detail, your supervisory experience. In your response, please include the employer, specific responsibilities, size of the workforce, and number of years/months you performed these functions.

* Required Question