



## DIRECTOR OF REAL ESTATE & PROPERTY MANAGEMENT

JC: 000027  
PG: 12

BU: 95 (NR)  
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, plans, directs, manages and oversees the activities and operations of the Real Estate Department within the Office of Planning and Budget, 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 District-owned and leased properties, and other property-based transactions and information requests; provides highly complex administrative and management support to the Chief Planning & Development Officer, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a director-level classification fully responsible for the administration and management of a major department of the District. This classification is fully responsible for managing, through subordinate management and professional staff, all activities throughout the District related to the function of Real Estate and Property Management. Additionally, the incumbent is accountable for guiding departmental operations through the establishment of objectives, policies, rules, practices, methods, and standards, accomplishing all departmental goals and objectives, and for furthering District goals and objectives within general policy guidelines. This classification is distinguished from the Director of Transit-Oriented Development in that the latter manages and oversees the District's compliance with and enforcement of the District's Transit-Oriented Development policy.

### **REPORTS TO**

Chief Planning & Development Officer

### **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 and Property Management Department including negotiating all aspects of land use transactions, including land sales, easements, and long-term ground leases on- and off- District property.
2. Assumes management responsibility for services and activities of the Real Estate and Property Management Department 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.
3. 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.

4. 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.
5. Maintains BART's right-of-way self-certification with the State of California, ensuring staff maintain necessary credentials and skill sets; ensures the Department provides appropriate Right-of-Way certification requirements for District construction work.
6. Oversees property management and related services for District owned and leased properties, and other future properties to be determined by the District.
7. Oversees BART's acquisition and disposition of real property including appraisals, negotiations, and compliance with state and federal laws.
8. Oversees the Department'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.
9. Oversees District Right-of-Way Surveyor and Right-of-Way Officer work to support BART construction, development, acquisition, and disposition activities.
10. Creates and presents department's goals and objectives to senior management as part of operating budget process; develops and directs administration of the department's capital budget, including the forecasting of funds needed for staffing, and consultant assistance, and approving expenditures.
11. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Manages consultant projects; oversees budget expenditures, correspondence, and acceptance of final products; prepares and presents periodic reports to management and the Board of Directors on the status of projects.
13. 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.
14. 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.
15. Manages BART's records retention policy and requirements of the Real Estate Department, including parcel maps, and other real property information.

16. Serves as the liaison for the Real Estate Department within the District and outside agencies; negotiates and resolves sensitive and controversial issues; makes presentations to community groups, appointed commissions and elected officials in support of the District's Real Estate Program. Represent the District's Property Development Program throughout the Bay Area by participating in various forums and making presentations to various organizations.
17. Attends and participates in professional group meetings; serves on a variety of boards, commissions and committees; stays abreast of new trends and innovations in the field of real estate development; monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a property development and real estate development program
- Principles and practices of real estate development and land use planning
- Principles and practices of program development and administration
- Methods and techniques of contract negotiations and agreements
- Methods and techniques of financial/site planning analysis and real estate appraisal
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

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

- Managing a comprehensive real estate development program
- Overseeing, directing and coordinating the work of lower-level staff
- Selecting, supervising, training and evaluating staff
- Preparing site planning assessments for proposed developments on and off District property
- Negotiating real estate development agreements
- Conducting feasibility studies of proposed development projects
- Monitoring development trends and implementing appropriate changes to District development strategy
- Participating in the development and administration of Department goals, objectives and procedures
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- 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:**

Seven (7) years of (full-time equivalent) verifiable professional real estate development, property management and acquisition experience which must have included at least three (3) 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.

**Physical Conditions:**

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

**BART EEO-1 Job Group:** 0500 - Executives/Managers  
**Census Code:** 0430 - Miscellaneous Managers  
**Safety Sensitive:** N

**CLASSIFICATION HISTORY**

**Created:** August 2005  
**Revised:** September 2023