



We invite applications for the position of:

## REAL PROPERTY PROGRAM ADMINISTRATOR\*

\$111,547 to \$139,434 annually

Plus a comprehensive package

*"In a 45 year professional career, including 14 years with the City of Mountain View, I have had the good fortune of working with some great organizations and with some superb public servants, but the City of Mountain View stands alone in that pantheon of great organizations. As the City's sole real estate professional, you will find yourself engaged in a wide range of challenging and exciting projects that will test your professional knowledge and judgement, but these, together with the opportunity to work with a dedicated and professional team in finding solutions, are what make this the best job in the City."*

*- Dennis Drennan, Real Property Program Administrator*

### Why Consider The City of Mountain View?

It's simple. We are a dedicated team of professionals committed to providing excellent service to the community we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Real Property Program Administrator.

### About This Role

We want a **highly motivated, detail-oriented, and organized** professional with **strong technical and interpersonal skills** to join the City of Mountain View for the position of Real Property Program Administrator. This management-level position reports to the Assistant Public Works Director in the Transportation and Business Services Division of the Public Works Department. The Real Property Program Administrator plans, organizes, coordinates and administers the City's real property assets, including all functions related to the acquisition, disposition, leasing and maintenance of real estate for City Projects. This individual will be responsible for maintaining City real property records, developing disposition and development agreements, resolving title matters, providing market value estimates, and developing policy approaches to strategic real property initiatives. Current projects include negotiations for a long-term ground lease of a 2-acre property owned by another public agency for a future affordable housing project; managing 24 leases generating \$20M per year in lease revenues to the City; eminent domain proceedings against portions of four properties for a transportation project; the marketing and eventual leasing of a 1.5-acre downtown surface parking lot for a mixed market rate/below market rate housing project; maintaining (and building on) City real property records in the City Geographic Information System (GIS); and many other "routine" real estate actions. You may review the detailed job description for Real Property Program Administrator on the City's website [here](#).

### What You Bring

- A Bachelor's degree from an accredited college or university in Real Estate, Public Administration, Business, Finance, Economics, or a related field.
- Five years of experience in the acquisition and management of real property and rights-of-way (excluding sales and brokerage experience), preferably with a public agency.
- Member Appraisal Institute (M.A.I.) certification may substitute for two years of experience required above.
- Possession of, or ability to obtain, a valid California Class C driver license.

### Bonus Points!

- Senior Right of Way (SR/WA) professional designation and current recertification awarded by the International Right of Way Association.
- Public sector real estate experience.

### Who You Are

- A **skilled** industry professional who possesses extensive specialized knowledge in the area of real property administration.
- An **initiator** who functions with a high level of **independence** and has the ability to serve as the expert on all real property matters for the City.
- A respectful **team player** who thrives in a collaborative, fast-paced work environment.
- A **multi-tasker** adept at managing multiple projects and deadlines simultaneously, with the ability to prioritize assignments effectively.

- An excellent **communicator**, both in writing and verbally, with top-notch interpersonal skills.

### What You'll Do

- Negotiate with property owners, attorneys, developers, local agencies, and others having an interest in real estate proposed to be purchased, sold, or leased by the City or its various authorities or districts.
- Prepare appraisals and estimate value of real property or contract with and supervise private appraisers; review appraisals to establish fair-market value for all City land acquisitions, sales, and leases.
- Prepare all options, contracts, deeds, easements, escrow instructions, and other documents necessary to acquire, sell, or develop real property.
- Coordinate all City eminent domain actions in cooperation with the City Attorney, private attorneys, appraisers, and City Engineer. Review proposed settlements and recommend strategies for resolution of the action.
- Manage all City leases, including setting lease rates and renewal rates, and enforce terms and conditions.

### What We Offer

- *Benefits:* Comprehensive benefits package including generous paid leave and group health coverage
- *Retirement:* CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- *Retiree Health Plan:* Employees can participate in a defined benefit or a defined contribution retiree health plan. Vesting for the defined benefit plan is 15 years and the defined contribution plan is five years.
- *Wellness:* Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program; up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; and, following an initial training period for new employees and department head approval, the ability to work a 9/80 schedule or work remotely one day per week
- *Employee Appreciation:* Employee events and activities
- *Educational Incentives:* Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree or approved leadership programs.
- *Career Development and Technology Stipend:* Management Development Funds - \$1,000.00 annually
- *Professional Support:* Department budgeted funds for employees' certifications and continuing education credits for the Senior Right of Way Agent designation with the International Right of Way Associate, attendance at courses and conferences sponsored by the International Right of Way Association and the Appraisal Institute, in addition to a robust internal training program to promote career growth and succession planning

### Are You Ready? Apply

Submit your application, supplemental questions and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis with a **first application review date on 5:00 p.m. PST, Wednesday, August 21, 2019**. The most appropriately qualified candidates will be invited to participate in a written exercise and oral board interview (weighted 100%). Additional department interviews with the Public Works Department will follow for a limited number of finalists. This position could close at any time. Depending on the number of applicants this process may be altered.

### Fine Print

**The appointment date for this position is December 1, 2019.** Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

**CITY OF MOUNTAIN VIEW  
REAL PROPERTY PROGRAM ADMINISTRATOR  
SUPPLEMENTAL QUESTIONNAIRE**

**Please answer the following questions and submit your responses with your application. Include no more than one page in response to each question.**

1. What courses, certifications and/or experiences have you undertaken to prepare yourself for the position of Real Property Program Administrator? Please describe how you would apply those courses, certifications and/or experiences to do this job.
2. Describe your professional experience in real property and right-of-way acquisition. If you do not have experience in real property and right-of-way acquisition, please write "n/a".
3. Describe your professional experience negotiating and managing leases. If you do not have experience in negotiating and managing leases, please write "n/a".
4. Describe your professional experience with making presentations and writing staff reports for City Councils, Board of Supervisors, and/or other public agency governing bodies. If you do not have experience with presentations and staff reports, please write "n/a".