



## **Property Management Specialist I/II**

(including full benefits with CalPERS pension)

### Annual Pay Range

(Midpen determines hiring level depending on qualifications)

Property Management Specialist I: \$101,370-\$126,579

Property Management Specialist II: \$111,740-\$139,549

*Application Deadline: Sunday, February 8, 2026*

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Do you have a passion for protecting and preserving open space? Midpeninsula Regional Open Space District (Midpen) is seeking a skilled and motivated Property Management Specialist (PMS) I/II to join our team of professionals dedicated to protecting and restoring the natural environment within Midpen's land in the Santa Cruz Mountains and the San Francisco Peninsula. The successful candidate will have a strong foundation in project management, real estate principles and practices, and laws pertaining to property and asset management, including the administration of land use, rental and leasing agreements, property easements, and encroachments. A basic working knowledge of construction and water systems is also important. The selected individual will demonstrate strong communication and excellent customer service skills, keen attention to detail, sound judgement, effective problem-solving abilities, and the ability to collaborate professionally with stakeholders while managing multiple priorities. The start date for this position is April 2026.

**About Midpen:** Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

**About the Position:** The Property Management Specialist I/II position is responsible for managing rental and communication leases, as well as leased land programs, including coordinating work of contractors, tenants and staff, on maintenance and construction of infrastructure on District lands. This position also supports agricultural rentals and historical leases. Key responsibilities include preparing Requests for Proposals, selecting tenants, negotiating and drafting leases, and coordinating and managing the installation of infrastructure including but not limited to fencing and water systems. The role also involves ensuring compliance with lease terms, collecting rent, and handling day-to-day general tenant communication. The Property Management Specialist is expected to have the skills to trouble shoot and repair minor maintenance issues, as well as addressing larger infrastructure projects by overseeing contractors, lessees, or staff to ensure timely and effective completion of repairs.

### **Responsibilities**

The Property Management Specialist I performs most of the duties required of the position at an entry-level, providing support to more experienced Property Management Specialists and the District's property management programs. Work is typically assigned on smaller scale projects or as support for larger projects managed by more experienced property management staff.

The Property Management Specialist II performs the full range of duties and is typically assigned to medium and large-scale projects which may be managed independently or in support of larger interdisciplinary, interdepartmental project teams as a property management subject matter expert. Successful performance requires coordinating work with other District departments and public agencies, as well as frequent interaction with tenants, landowners, contractors, consultants, and the general public. At this level, staff receive only occasional guidance for new or unusual situations and are fully knowledgeable of operating procedures and policies.

The PMS I/II [job description](#), can be found on our job description page at [www.openspace.org](http://www.openspace.org).

### **A Few Reasons Why You May Love This Job**

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

**Work Environment:** The PMS I/II is a full-time position within the Facilities & Fleet Department at Midpen's office in Los Altos, California, reporting to the Senior Property Management Specialist and the Facilities & Fleet Manager. Midpen offers a hybrid office/telecommute work schedule for this position following successful onboarding, and it may also be eligible for a 9/80 schedule. To meet service needs, three on-site workdays per week are required—set days are Tuesdays, Wednesdays and Thursdays in the office. In addition to office work, the PMS I/II may perform fieldwork, including hiking through steep terrain and wildland areas. Fieldwork will require driving in remote areas on dirt roads, working in temperatures ranging from cold and blustery to hot and dry, with exposure to poison oak, ticks and other wildlife. Ideal candidates will be comfortable working in these types of field conditions, as well as in an office environment.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Additional information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

**Education and Experience:** any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Property Management Specialist I:** equivalent to graduation from an accredited four-year college or university with major coursework in real estate, real estate law, property or asset management, business administration or a related field. One (1) year of experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust is highly desirable.

**Property Management Specialist II:** equivalent to graduation from an accredited four-year college or university with major coursework in real estate, real estate law, property or asset management, business administration or a related field. Two (2) years of increasingly responsible experience in real estate or property management that includes agricultural lease management and significant public contact, preferably with a public agency or land trust.

### **Licenses & Certifications Required:**

- Possession of a valid California Driver's License.
- Possession of an International Right of Way Association (IRWA) Right of Way Agent Certification relevant to assignment and an IRWA Right of Way Asset Management Certification is highly desirable.

**How to Apply:** Apply online at [CalOpps.org](http://CalOpps.org).

**Application deadline is Sunday, February 8, 2026.** Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

*The following application items are required to be considered\*:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

*\*Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

**Interview Schedule:** (we are unable to accommodate individual schedules)

First Interview (virtual): Tuesday, February 24, 2026

Written Exercise/ Final Interviews (in person): Wednesday, March 4, 2026

A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

**Midpeninsula Regional Open Space District is an Equal Opportunity Employer**

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at 650-691-1200.

*Put your passion for Open Space to work!*