



Senior Real Estate Officer

Purpose

Under general direction, performs a variety of difficult and complex work in the real estate management and acquisition efforts of the Sonoma-Marín Area Rail Transit District (SMART); performs complex title research, appraisal analysis, and preparation of related documents; conducts feasibility studies for projects affecting District real property and develops recommendations for action, policies, and procedures; responds to requests and inquiries from real property stakeholders and the public and provides information as necessary; and performs related work as required.

Description

This is a lead or specialist level classification that performs the full range of duties required to plan, develop, and coordinate the District's real estate management and acquisition efforts. In addition, this class may provide lead direction to Real Estate Officers and consultants. Successful performance of the work requires expertise in real estate as well as frequent interaction with tenants, land owners, contractors, consultants, and the general public. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the Real Estate Manager in that the latter is a division head with overall responsibility for the District's real estate management and acquisition efforts.

Duties and Responsibilities include, but are not limited to the following:

Class specifications are intended to present a descriptive list of the range of duties performed by, and minimum requirements of, employees in the class. Specifications are not intended to reflect all duties performed within the job. SMART reserves the right to determine and amend job responsibilities.

- Performs a variety of complex professional real estate activities involved in the management and acquisition of District properties and related rental, lease, and land use programs.
- Responds to public information requests and inquiries from developers, appraisers, realtors and municipalities.
- Assists in the facilitation and negotiation of acquisitions, sales and leasing of land and in managing and processing related documents and files, and preparation of reports and agreements.
- Ensures acquired property meets mandated and District standards; processes court-ordered evictions or secures eminent domain status for property; facilitates Right of Way Certification; directs the work of various consultants and other agency staff in the acquisition of property; ensures timely delivery of real estate documentation.
- Administers SMART's lease portfolio including ensuring lease compliance with rental payments/adjustments, insurance and terminations; handles lessee communications and resolves lessee problems including negotiating, processing and gaining approval on amendments to leases.

- Assists in the preparation of development request for proposals; conducts pre-submission meetings for potential developers; establishes criteria and evaluates proposals; assists in negotiating real estate development agreements.
- Coordinates legal aspects of development projects with District internal legal department and outside legal counsel as appropriate.
- Issues Right of Entry Permits, Special Event Permits and other forms of agreements for access onto SMART property and coordinates such access with the Permittee and with other SMART personnel as appropriate.
- Reviews engineering designs on real estate-related project costs to evaluate disruption to property owners and tenants; in conjunction with District engineering staff, determines the impact of property acquisition, various design options, and development criteria; mitigates inconvenience to property owners and tenants.
- Assesses impact of construction on utilities and related services; coordinates acquisition and relocation of affected utilities with utility districts; mitigates impact of construction on affected utilities.
- Performs general property inspections and assists in the coordination of efforts by SMART contractors in maintaining the rail corridor, including weed abatement and debris removal.
- Assists in the preparation of staff reports regarding real property matters considered by SMART's Real Estate Committee and the SMART Board of Directors; oversees tracking and processing of related documents and filing for Board submissions.
- Conducts accurate property appraisal reviews; assists in the process of acquiring property and relocation of tenants in compliance with state and federal regulations including working with, and reviewing work of, SMART consultants related to acquisitions of property for SMART.
- Prepares staff memos to Board of Directors regarding memorandums of understanding, developer solicitations, and development agreements as assigned.
- Perform related duties and responsibilities as required.

Qualifications, Skills, Knowledge, and Abilities

Minimum Qualifications:

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:

- Equivalent to graduation from an accredited four-year college or university with major coursework in real estate, real estate law, business or public administration or a related field,
- Five (5) years of increasingly responsible experience in appraisal analysis, negotiations for the purchase and sale of real property, **three (3) years** of which includes experience acquiring real property and managing property for a **public agency**.
- Knowledge of Federal and State regulations for public properties and property management,

- Directly related experience, including but not limited to transportation planning, escrow services, land title examination, land records management and research, may be substituted for the educational requirement.
- Possession of a valid California Driver's License.

Skill in:

- Independently performing property acquisition and relocation duties.
- Interpreting, explaining and enforcing real estate department policies and procedures.
- Drafting real estate related legal documentation.
- Reading basic engineering plans, maps and related materials.
- Evaluating community services and transportation needs.
- Researching historical real estate documents.
- Working independently in the absence of supervision.
- Communicating effectively both orally and in writing.

Knowledge of:

- Real estate principles, practices and laws pertaining to the appraisal, negotiation, and disposition of land as well as the administration of land use, rental, and leasing agreements including property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Rental and lease agreements and procedures for the negotiation and processing of such agreements.
- Real estate acquisition, residential, industrial, commercial land development, assessment or land appraisal techniques, negotiating, land administration and urban land planning.
- Legal descriptions of real property and general engineering terms and symbols.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Techniques of contract administration.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, and coordinate real estate programs, projects, and activities, including appraisal, acquisition and property management.
- Conduct accurate appraisal reviews on complex and large properties, including historical and agricultural properties.

- Analyze financial statements and pro forma statements.
- Understand and evaluate financial statements, evaluate appraisals, and market study data.
- Conduct negotiations with land owners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Working Environment

Work is usually performed in a typical office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent may travel outside of the office to attend meetings or conduct business at SMART Operations sites and outside agencies. May be required to traverse uneven ground while performing field and site visits.

Physical Requirements

During the performance of the daily, weekly and monthly activities, this position may require prolonged periods in a stationary position, movement about the inside of an office, positioning self in various stances or postures in the performance of daily activities; This position may require repetitive operation using a computer keyboard or calculator involving repetitive motion of the wrists, hands or fingers; This position may require both near and far visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading; This position may require expressing or exchanging information by means of the spoken word when dealing with clients, customers, or other employees; This position may require perceiving the nature of sounds at normal speaking levels with or without correction and ability to receive detailed information through oral communication. The need to lift, drag, and push files, boxes, equipment, paper and documents weighing up to 25 pounds is also required May be required to walk on uneven ground. The physical demands and

work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Position Details

- Salary: \$47.76 - \$58.05 per hour.
- FLSA Status: Exempt
- There is a 12-month probationary period following appointment to this position.
- A thorough background check will be required including, but not limited to: current and past employers, personal contacts, education verification. A credit report will be required for positions covered under Labor Code 1024.5. (A complete list of background check documents will be provided upon request).
- A pre-employment physical, including a urinalysis drug screen, will be required.
- This position is CalPERS Retirement eligible (2% at 62 per new Pension Reform).
- This position is covered by California Workers Compensation Insurance.
- This position is benefit eligible including medical, dental, vision, life, deferred compensation, vacation and sick leave accrual, and paid holidays.
- SMART does not contribute to Social Security or to U.S. Railroad Retirement
- SMART is a drug-free workplace. All employees will be expected to behave in accordance with this policy. A thorough background check and pre-employment physical will be required.
- Some of these requirements maybe accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The Sonoma-Marin Area Rail Transit District is an Equal Opportunity Employer.