



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Senior Property Management Specialist

Annual Pay Range: \$109,383 - \$136,614
plus full benefits including CalPERS Pension

Open Until Filled, with First Review of Applications on December 4, 2019

Do you enjoy a mixture of indoor and outdoor work and have experience in property management including managing ranching and agricultural lands? The Midpeninsula Regional Open Space District has an excellent opportunity for a skilled and motivated Senior Property Management Specialist to join our team working to protect and restore the natural environment and use livestock grazing as a grassland management tool within Midpen's nearly 65,000 acres of land in the Santa Cruz Mountains and the San Francisco Peninsula.

About the District: Midpen manages a regional greenbelt system in the Santa Cruz Mountain region comprised of nearly 65,000 acres of land in 26 open space preserves, protected for public enjoyment and recreation. Midpen is a growing organization with a focused mission that guides our work, and where every employee makes an impact. This is an exciting time to be part of Midpen's team! If you are looking for a challenging opportunity to contribute to the legacy of open space preservation and recreation, we invite you to apply for this position. To learn more about Midpen, visit our website, OpenSpace.org, and view our "[Working for Midpen](#)" video on our Jobs page.

About the Position: The Senior Property Management Specialist has overall responsibility for the management of Midpen housing and leased working lands for a wide variety of uses including communication towers, livestock grazing, agriculture, and horse stables. This position supervises two full-time Property Management Specialists and oversees an effective maintenance and improvement program including complex and diverse capital projects ranging from a multi-phase multi-house renovation to rural driveway repairs and livestock fencing. In collaboration with management and Midpen counsel, negotiating and preparing complex lease and rental agreement documents is required to assert property rights involving Midpen owned properties and land. This position coordinates the development of plans, annual action plans, budget and policies as required by the District as land and housing management needs evolve. Beneficial skills for this position would include knowledge of rural lands management including water systems (springs and wells), septic systems, livestock fencing, and rural road maintenance. GIS for management and analysis of data regarding Midpen lands, houses, infrastructure, natural resources and activities.

The ideal candidate is expected to have excellent communicate skills and collaborate closely with other departments on a variety of property management projects/issues, work with residential tenants (both general public and employees), communication tenants, and agricultural tenants (including grazing and stables), and other local government organizations and partners. This position will direct contractors and consultants; prepare and present clear and concise oral and written communications to senior staff, the Board of Directors and public; keep projects on schedule and on budget while remaining flexible to adjust priorities as needed; maintain well-organized and complete project documentation; prepare requests for proposals; and build trust with peers, community members, stakeholders, and District leadership. For additional information about the position, see the [Job Description](#) page on the District website.

Work Environment: This position is part of the Land & Facilities Services Department at Midpen's offices in Los Altos, California and will work in both a field and office environment. When conducting field assignments, work may include traversing rough, difficult terrain in inclement or hot weather with exposure to poison oak.

Required Education & 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 a four (4) year degree from an accredited college or university with major course work in real estate, real estate law, property or asset management, business administration or a related field, and five (5) years of increasingly responsible experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust.

Licenses & Certifications:

- Possession of an International Right of Way Association (IRWA) Right of Way Asset Management Certification within two (2) years of hire.
- Possession of a valid California Driver's License.

Benefits: Midpen provides a competitive benefits package including health, life and disability insurance, CalPERS pension and paid leaves. Detailed information is available on the [Benefits](#) page of our website.

How To Apply: Apply online at CalOpps.org. **Open Until Filled, with first review of applications on December 4, 2019. The recruitment may close at any time after December 4th without notice.**

The following four (4) application items are required to be considered for the position:

1. CalOpps employment application;
2. Resume;
3. Letter of interest;
4. Supplemental question responses.

Incomplete applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews.

Recruitment Timeline: *We recommend applicants be available on the following dates for panel interviews (we are unable to accommodate vacation schedules):*

First Interview at our office in Los Altos: **Wednesday, December 11, 2019**

Final Interview/Skills Exercise at our office in Los Altos: **Thursday, December 19, 2019**

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!