

CITY OF HAYWARD

REAL PROPERTY MANAGERDEFINITION

~~Under general direction from the Deputy Director of Public Works Assistant City Manager, To~~
~~plan, organize, direct and coordinate~~ manages all aspects of the City's real property program within
~~the City Manager's Office~~, including: ~~performing appraisals and~~ negotiating for the acquisition,
 lease or sale of real property, and rights-of-way and easements for municipal purposes; to -
 provide ing relocation assistance; ~~and negotiating use of public right-of-ways for~~
~~telecommunication services and other utilities.~~
and to provide highly responsible technical support to the Assistant City Manager.

DISTINGUISHING CHARACTERISTICS

This is a management level classification that reports to the Assistant City Manager~~Deputy~~
~~Director of Public Works~~. The Real Property Manager plans, organizes and directs all real property
 activities and coordinates with other divisions and departments on matters related to real property.
~~and This classification is distinguished from the Deputy Director in that the latter is responsible~~
~~for overall management and functions of the Engineering Division. D~~develops and implements
~~newly formed~~ Hayward Economic Development Corporation real estate acquisition activities.

SUPERVISION RECEIVED

Receives ~~G~~general direction ~~is provided by the~~ from the ~~Deputy Director of Public Works-~~
~~Engineering Assistant City Manager.~~

SUPERVISION EXERCISED

May provide supervision over assigned administrative support personnel.

~~Essential Duties~~ ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies and procedures related to the
~~Performs appraisals and provides estimated current values on real property.~~
~~-~~
~~Develops and implements City's real estate policies~~ activities, procedures, budgets, plans and
projects.

~~DRAFT PROPOSED Real Property Manager Job Specification~~
~~1/18/24~~City of Hayward
 Real Property Manager
 Page 2

Manages City and Hayward Economic Development Corporation's real estate acquisition and disposition initiatives to achieve City economic development and revenue objectives.

Prepares requests for proposals designed to select developers and tenants; analyzes business terms and negotiates complex lease and purchase agreements.

Manages the City's portfolio of properties (~~approximately XX leases~~) leased to third parties.

Consults and works closely with the City Attorney's ~~office~~Office and/or and outside legal counsel to ensure agreements, deeds, quitclaims, partial releases, partial reconveyance and other instruments ~~ensure initiatives~~ are compliant with municipal, state and federal law.

Supports Public Works Department with the negotiation and preparation ~~negotiate and prepare~~ of use agreements related to use of public right-of-way for telecommunication services, including but not limited to, fiber optic cable and small cell radio equipment; administers use agreements once entered.

Assists in the selection and contract negotiations ~~_~~with independent appraisers, relocation specialists, negotiators and other outside consultants involved with property, building and right-of-~~_~~way acquisitions, appraisals, negotiations and relocations, and eminent domain proceedings; ~~and~~ provides direction and instruction related to ~~the~~ work as needed.

~~Consults with the City Attorney's office and outside legal counsel to negotiate and prepare lease agreements for use of City property; administers lease agreements once entered.~~

Manages administrative support staff to ensure ~~Maintains~~ records related to use agreements and leases ~~to ensure that lease terms~~ are complied with, and payments are up to date, and follows up as needed on non-payment.

Reviews title reports to determine ownership, coordinates escrows, and assists other City staff in the preparation of property descriptions and reports related to real property.

~~Negotiates with tenants and property owners for the purchase, rental, or sale of real property and real property rights.~~

Manages sales of City surplus property, including advertising, negotiations and recommendations regarding ~~actual property sales~~.

~~Consults with the City Attorney's office, outside legal counsel and City Surveyor regarding all aspects of eminent domain proceedings, and coordinates acquisition of real property through eminent domain procedures.~~

~~DRAFT PROPOSED Real Property Manager Job Specification~~
~~1/18/24~~City of Hayward
~~Real Property Manager~~
~~Page 3~~

Provides technical assistance and advice to other City Departments as required relative to Real Property Program.

Coordinates outreach to tenants and property owners regarding projects requiring property acquisition; compiles data to determine relocation and socio-economic needs of occupants and availability of relocation accommodations; and negotiates appropriate relocation terms and payments.

~~Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.~~

~~-~~

~~Recommends settlement on condemnation proceedings and assists in condemnation procedures.~~

~~Prepares reimbursement requests and progress payment reports for federal and state funded projects, including documenting costs and working closely with reviewers, and establishes and maintains documentation to ensure that federal and state funded real property acquisition project files meet relevant standards.~~

~~-~~

~~Prepares comprehensive reports and cost estimates for real property acquisition, leases and obstruction removal.~~

~~-~~

Prepares written and oral reports and correspondence to City Council, City Manager, other City Departments and Department staff.

Represent the City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

~~DRAFT PROPOSED Real Property Manager Job Specification~~
~~1/18/24~~City of Hayward
~~Real Property Manager~~
~~Page 4~~

~~Performs~~ ~~related~~ ~~duties~~ ~~as~~ ~~assigned,~~

~~Knowledge of:~~

~~-Principles and practices of property leasing, real estate appraisal, valuation, acquisition, relocation, disposal and property management including state-funded and federal-funded projects.~~

~~Principles and~~Pertinent local, State and Federal rules, regulations and laws pertaining to real property, right-of-way acquisition and vacation, appraisal techniques, property management, eminent domain procedures, title and escrow procedures, real estate, and relocation assistance.

~~Laws and regulations governing the use of public right-of-way for small cell radio equipment and other telecommunication services.~~

~~Property acquisition and relocation guidelines related to state-funded and federal-funded projects.~~

~~=~~
~~Procedures for Laws related to securing rights-of-way for street and highway purposes,~~

~~=~~
~~Laws related to securing easements, and property rights for the City's utilities and service facilities, small cell radio equipment and other telecommunication services.~~

~~=~~
~~Negotiating techniques.~~

~~Community resources as they pertain to relocation.~~

~~Principles and practices of leadership, motivation, team building and conflict resolution.~~

~~Pertinent local, State and Federal rules, regulations and laws.~~

~~Principles and practices of organizational analysis and management.~~

~~Modern office practices, methods, and computer equipment including relevant software programs.~~

~~Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.~~

~~Safe work practices.~~

~~Principles and practices of excellent customer service.~~

~~-~~
~~Laws and regulations governing the use of public right-of-way for small cell radio equipment and other telecommunication services.~~

~~-~~
~~Property acquisition and relocation guidelines related to state-funded and federal-funded projects.~~

~~DRAFT PROPOSED Real Property Manager Job Specification~~~~1/18/24 City of Hayward~~~~Real Property Manager~~~~Page 5~~

- ~~-~~
- ~~Laws related to securing rights of way for street and highway purposes.~~
- ~~-~~
- ~~Laws related to securing easements and property rights for the City's utilities and service facilities.~~
- ~~-~~
- ~~Community resources as they pertain to relocation.~~

Ability to:Organize and direct real property activities.

Conduct negotiations using professional standards and in accordance with federal, state and local rules and regulations.

~~-~~

Develop understanding of:

~~Laws and regulations governing the use of public right of way for small cell radio equipment and other telecommunication services.~~

~~=~~

~~Property acquisition and relocation guidelines related to state funded and federal funded projects.~~

~~=~~

~~Laws related to securing rights of way for street and highway purposes.~~

~~=~~

~~Laws related to securing easements and property rights for the City's utilities and service facilities.~~

~~Community resources as they pertain to relocation.~~

Collect, analyze, compile and interpret economic, technical and statistical data relating to real property, and to establish fair market values.

Remain apprised of current laws and regulations pertaining to areas of responsibility, including use of public right-of-way for small cell radio equipment and other telecommunications equipment.

Analyze and resolve complex technical and administrative real estate management, acquisition, disposal, and appraisal valuation problems.

~~-~~

~~Assist in hearings for cases on appeal in connection with federal, state and local projects.~~

~~-~~

Interpret maps, legal documents and engineering plans.

~~DRAFT PROPOSED Real Property Manager Job Specification~~
~~1/18/24~~City of Hayward
~~Real Property Manager~~
~~Page 6~~

Supervise administrative staff and outside consultants.

Complete work with a high degree of independence and initiative.

~~Communicate effectively both orally and in writing with the general public, tenants and property owners, outside contractors, other City departments and City officials and staff.~~

~~Provide real property assistance to other City Departments involving technical property issues and guidance on process.~~

~~Establish and maintain effective working relationships with City departments and external stakeholders. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.~~

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Minimum Qualifications

EXPERIENCE AND EDUCATION

Any combination that would likely provide the required knowledge and abilities to perform the duties of this position would be qualifying. A typical way to obtain them would be:

~~DRAFT PROPOSED Real Property Manager Job Specification~~
~~1/18/24~~City of Hayward
~~Real Property Manager~~
~~Page 7~~

Experience: ~~Four (4)~~Five years of increasingly responsible experience ~~involving~~ real property appraisals, negotiations, acquisitions, relocations, and property management, including at least two years, of which at least one year was spent managing right-of-way programs. Experience with or exposure to placement public private partnerships of small cell radio equipment in public right-of-way is desirable. One (1) year of supervisory experience is desirable. Experience with or exposure to public private partnerships is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university ~~with major work~~ in ~~Public~~ public or ~~Business~~ business ~~Administration~~ administration, ~~Engineering~~ engineering, ~~Real real Estate~~ estate or a ~~closely~~ related field. Appropriate experience may be substituted for education on a year-for-year basis.

Licenses and Certificates:

~~Must possess and maintain~~Possession and maintenance of a valid Class C California Driver's License. ~~Possession of a SR/WA (Senior Right of Way Association) Certificate from the International Right of Way Association is desirable.~~

Supplemental Information

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

SALARY

~~\$164,278 — \$199,680~~

PROBATIONARY PERIOD: One (1) Year.

~~DRAFT PROPOSED Real Property Manager Job Specification~~
~~1/18/24~~City of Hayward
Real Property Manager
Page 8

H225 Real Property Manager

Last Revised September 1990

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APP GRP: 02

FPPC Status: Designated

FLSA Status: Exempt

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