

CITY OF HAYWARD

REAL PROPERTY MANAGER

DEFINITION

To plan, organize, direct and coordinate all aspects of the City's real property program within the City Manager's Office including negotiating for the acquisition, lease or sale of real property, and rights-of-way and easements for municipal purposes; to provide relocation assistance; 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. 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 develops and implements Hayward Economic Development Corporation real estate acquisition activities.

SUPERVISION RECEIVED

Receives general direction from the Assistant City Manager.

SUPERVISION EXERCISED

May provide supervision over assigned administrative support personnel.

ESSENTIAL DUTIES

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

Develop and implement goals, objectives, policies and procedures related to the City's real estate activities, plans and projects.

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

Prepare requests for proposals designed to select developers and tenants; analyze business terms and negotiate complex lease and purchase agreements.

Manage the City's portfolio of properties leased to third parties.

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

Support Public Works Department with the negotiation and preparation of use agreements related to use of public right-of-way for telecommunication services, including but not limited to, fiber

ESSENTIAL DUTIES (continued)

optic cable and small cell radio equipment; administer use agreements once entered.

Assist 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; provide direction and instruction related to work as needed.

Manage administrative support staff to ensure records related to use agreements and leases are complied with, and payments are up to date, and follow up as needed on non-payment.

Review title reports to determine ownership, coordinate escrows, and assist other City staff in the preparation of property descriptions and reports related to real property.

Manage sales of City surplus property, including advertising, negotiations and recommendations regarding property sales.

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

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

Prepare 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

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.

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.

Procedures for securing rights-of-way for street and highway purposes, 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.

Ability to:

Organize and direct real property activities.

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

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

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

Interpret maps, legal documents and engineering plans.

Supervise administrative staff and outside consultants.

Complete work with a high degree of independence and initiative.

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

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:

Experience: Five years of increasingly responsible experience involving real property appraisals, negotiations, acquisitions, relocations, and property management, including at least two years of supervisory experience. Experience with or exposure to public private partnerships is desirable.

EXPERIENCE AND EDUCATION (continued)

Education: Equivalent to a Bachelor's Degree from an accredited college or university in public or business administration, engineering, real estate or a related field. Appropriate experience may be substituted for education on a year-for-year basis.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

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.

PROBATIONARY PERIOD: One (1) Year

H225 Real Property Manager
Revised September 1990
Revised January 27, 2022
APP GRP: 02
FPPC Status: Designated
FLSA Status: Exempt