



# Real Estate Manager





## SONOMA COUNTY

Sonoma County is one of the most beautiful counties in the state of California. With its scenic splendor and laid-back lifestyle, it is no wonder that Sonoma County consistently ranks high as one of the top places to live and work. Located less than an hour's drive north of San Francisco, Sonoma County enjoys the world-class culture of the San Francisco Bay Area, while still maintaining its agricultural heritage and rustic charm. Sonoma County is known for its over 200 award-winning wineries, inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with agriculture, parks, campsites, lakes, and open space enjoyed by families and outdoor enthusiasts alike. As the northern point of California's Bay Area, Sonoma County is also known for its wide variety of art and music festivals, farmers' markets, and concert venues. The county seat and largest city is Santa Rosa, the hub of economic activity in northern California's wine country. The metro area was an early center of the farm-to-table movement, and local produce, livestock, beer, and wine draw tourists from around the world. Farms, orchards, hopyards, and vineyards surrounding Santa Rosa proper are a vital source of employment and nourishment for residents. Local schools continually rank high on California's Academic Performance Index, and the Santa Rosa Junior College and Sonoma State University offer higher education opportunities. The County is an increasingly diverse region and home to approximately 500,000 residents. The Latinx population has grown by almost 230% within the last 25 years and is approximately 27% of the population.

Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board is fully committed to a mission and vision that values high quality services to support and enrich the community by providing strong leadership, citizen participation, and ensuring transparency and accuracy in information and an efficient and fiscally sustainable government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County challenges and initiatives. The County has 29 departments, agencies, offices, and special districts, employing over 4,000 regular personnel with an annual budget of approximately \$1.9 billion for fiscal year (FY) 20-21. Please visit [www.sonomacounty.ca.gov](http://www.sonomacounty.ca.gov) and [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org) for additional information about Sonoma County, the place to live, work, and build your career legacy.

## THE DEPARTMENT

The General Services Department is an internal services department providing services to other County departments that in turn provide services directly to the public. General Services Operations has an adopted budget of \$41M. General Services also manages \$94M of capital improvement projects.

The Department's key focal areas include Real Estate, Purchasing, Facilities Operations & Campus Safety, Energy & Sustainability, Capital Programs, Light & Heavy Fleet, and Emergency Response Logistics Operations. The Department is also responsible for \$300M a year in procurements and manages the County's RFPs through a single portal, maintains over 2M square feet of owned facilities and manages a diverse portfolio of 1M square feet of leased facilities, and owns and maintains 1,650 vehicles and equipment. The County is known throughout the state for its Energy & Sustainability programs, which are led by General Services Department. The program provides sustainability workshops, individual consultations, financing, and rebates for implementing energy efficiency, and is responsible for the climate action strategic plan, which resulted in the elimination of 281 metric tons of CO2 emissions in 2020. The Department's core focus is property portfolio master planning and replacement of existing aging buildings, surplus sales and acquisitions, managing the leased portfolio, and safety and vegetation management improvements at all properties.

## THE POSITION

Reporting to a General Services Deputy Director, the Real Estate Manager is responsible for the overall direction and coordination of the County's real property management activities. The County of Sonoma is the largest employer and property owner in the County. With 29 departments and agencies spread across more than 170 facilities, the Real Estate team delivers the highest value in lease, license, and sale agreements involving communications, industrial, marina space, medical, office, and retail facilities. It is the responsibility of the Real Estate Manager to plan, organize, and direct the program, which provides real property management, including acquisition, disposition, leasing, negotiation, and valuation services for the County. This is not your run of the mill residential Real Estate position; rather this is a highly responsible, highly visible, sometimes political role for someone well versed in commercial property, lease management, government operations, and processes including contract management.



## THE IDEAL CANDIDATE

The ideal candidate will have experience in real property appraisal, law and the procedures governing acquisition, disposal, and leasing of real property for public use as prescribed by California Government Code. The successful candidate will be a strong analytical thinker with experience in commercial real estate; strong organizational skills necessary to oversee a portfolio of different properties and projects; strong customer service orientation with excellent people skills and the ability to remain composed and flexible; excellent technical support skills, including data analysis, database management, and word processing; strong computer skills; strong communication skills and techniques for data collection and the preparation of written and oral reports; and excellent relationship management skills. The next Real Estate Manager will have a knowledge base that includes current principles and practices of property appraisal, negotiation, acquisition, leasing, and disposition; property management; principles and techniques of management, including program planning, implementation, and administration; budgetary practices and controls; principles, practices, and methods of property management, modern public administration, and human resources management. Some knowledge of accounting and auditing principles and procedures, statistical and financial analysis, bid preparation, solicitation, and evaluation; training and supervision of subordinates would be an asset. The successful candidate must possess strong independent judgment to recommend the best actions for the County.

## KEY RESPONSIBILITIES

- Conducts short- and long-term studies for real estate needs and space requirements for Sonoma County departments and activities; evaluates requests for urgent and short-term use of County real property and facilities in accordance with County policies.
- Develops, plans, and establishes goals and timetables for the acquisition and disposition of real property; negotiates for the acquisition and disposition of real property; negotiates leases for county occupancy; negotiates revenue leases for county owned property; establishes and maintains a monitoring system to ensure compliance with lease requirements.
- Conducts studies and appraisals of real property valuations for budget purposes.
- Conducts property management and feasibility studies; prepares analyses of fees and rates; prepares periodic reports on real property revenues, expenditures, projections, and program objectives.
- Participates in developing a comprehensive strategy for the highest and best uses of County real property assets, resulting in a long-term County Comprehensive Facilities Plan.
- Maintains inventory and related records of County-owned real property, including maps and property descriptions; maintains records of all leased property.
- Monitors the availability of surplus land to arrange for its advantageous use and disposition to enhance revenue to the County.
- Keeps informed on the current status and on trends of real estate values.
- Confers with and advises department heads and administrative personnel regarding needs for real estate, space requirements, and related matters; coordinates work with other departments including the Board of Supervisors and the County Administrator.
- Develops and administers the budget for the Real Estate program; conducts statistical and financial analysis; prepares and participates in the solicitation and evaluation of Requests for Proposal (RFP).
- Selects, trains, supervises, and evaluates the performance of subordinate staff.

## EXPERIENCE & QUALIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge and abilities. Normally, this would include a bachelor's degree with major coursework in real estate, business administration, economics, public administration, law, or a closely related field,

AND

Four years' experience in the leasing, management, and acquisition of commercial real estate.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.



## COMPENSATION & BENEFITS

Annual Salary Range: **\$101,621.87 - \$123,515.76**. Appointment will be made within this range depending upon qualifications.

Here are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays, and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

**Health Plan:** Significant portion of health care premiums paid by the County and access to several health plan options

**Cash Allowance:** In addition to monthly salary, a cash allowance of approximately \$600 per month.

**Retirement:** Fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

**Plus, excellent dental, vision, disability, life insurance, professional development and more.**

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <https://sonomacounty.ca.gov/Human-Resources/> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.



## APPLICATION AND RECRUITMENT PROCESS

To be considered for this exceptional career opportunity, please apply by submitting your cover letter, resume, and application to [governmentjobs.com/careers/Sonoma](http://governmentjobs.com/careers/Sonoma). This position is **OPEN UNTIL FILLED**.

To obtain an application, please visit [www.koffassociates.com](http://www.koffassociates.com) or golbou ghassemieh at [recruiting@koffassociates.com](mailto:recruiting@koffassociates.com) or 510-658-5633.

Applications will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in the selection process.



For additional information, please contact:  
K&A Recruiting  
at [recruiting@koffassociates.com](mailto:recruiting@koffassociates.com)