

San Mateo County **TRANSIT DISTRICT**



Koff & Associates
A Gallagher Company



**Manager,
Real Estate Capital Project Support
and Property Management**

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INTRODUCTION

Are you a land acquisition industry leader looking to join a team of outstanding public transportation and land management professionals? Do you embrace innovation, enjoy working within dynamic teams and making a strong positive impact on your community? Are you the type of person that can work and make decisions unilaterally or within a team, take ownership of the work, develop best practices and enact long lasting policies around land acquisition? If this is you, don't wait! Apply for this great Bay Area opportunity with the San Mateo County Transit District.



SAN MATEO COUNTY TRANSIT DISTRICT

The District, formed in 1976, provides public transportation services within and without San Mateo County, California, a 455 square-mile area with a population of approximately 771,410. The District has taken a leadership role in planning, developing and managing a multi-modal public transportation system that includes buses, trains, shuttles and paratransit services. Currently, the District operates 312 fixed-route revenue buses, 67 Paratransit vehicles and administers a Shuttle program of 27 buses plus 68 shuttle buses partially subsidized by the District. In addition, the District serves as the Managing Agency for the San Mateo County Transportation Authority, which administers the one half of one percent voter-approved sales tax that funds projects in the voter-approved Expenditure Plan, and the Peninsula Corridor Joint Powers Board, which owns, manages and operates the Caltrain commuter rail system.

To go to the San Mateo County Transit District website, click here: www.smctd.com

To see current San Mateo County Transit District planning and projects, click here: [www.samtrans.com/Planning/Real Estate and Property Development.html](http://www.samtrans.com/Planning/Real_Estate_and_Property_Development.html)

THE POSITION

Manager, Real Estate Capital Project Support and Property Management will report to the Director, Real Estate & Property Development, and oversee the Real Estate Administrator and Real Estate Specialist. The Manager is responsible for managing all real estate activities necessary to support capital projects of San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

Essential Functions (Generally)

- Collaborate with internal and external stakeholders on property development and property management issues, as well as identify and advise on critical path activities which may conflict with project delivery schedule or present a potential threat or risk to assets
- Contract Negotiations
- Manage the daily functions of the agencies' real estate operations in support of the agencies' capital project programs
- Oversee Right of Way (ROW) acquisitions, Contract Negotiations, and project management
- Manage staff and consultants conducting Agency property management, permit issuance, and ROW activities
- Serve as agency representative at intergovernmental and private sector meetings
- Oversee legal efforts in support of Capital Project negotiations
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.



Examples of Duties

- Manage difficult appraisals, negotiations, relocation assistance, and excess property sale or disposition functions; performs detailed complex research, analyses and determinations
- Provide real estate support to Agency capital project utility relocations by identifying and interpreting leases, licenses, indentures, and other agreements, sending utility notices and monitoring the utility relocation process
- Ensure all property appraisals, acquisitions of real property, and relocation of displaced occupants is conducted in conformance with the Uniform Relocation Act and all relevant Caltrans requirements.
- Prepare schedules and budgets for real estate support of capital projects and implements activities to meet project schedules
- Review ongoing and proposed activities with staff and consultants to ensure work is conducted and completed in accordance with Agency contractual obligations and industry standards
- Prepare staff reports and presentations for Board meetings
- Works closely with community members, neighborhood councils, business, property owners, neighborhood groups and various public/private organizations
- Oversee the issuance of Right-of-Way Certifications in support of the Agencies' construction contracts



- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents
- Performs other duties as assigned
- Manages the District's portfolio of properties including acquiring, appraising, managing, leasing or disposing of real property and rights-of-way

THE IDEAL CANDIDATE

The ideal candidate will be an energetic, innovative leader who understands the importance of teamwork, is very well-organized and has experience acquiring property for public agencies. The next Manager will be an excellent communicator with the ability to proactively identify and resolve issues unilaterally and unafraid to bring initiatives and provide direction up the chain of command. Interpersonal skills are necessary to build strong business relationships with other departments, agencies, consultants, other technical experts, and business partners. The next Manager understands State and Federal property acquisition legislation and guidelines, has the ability to manage consultants, and willingness to embed themselves into the project teams when needed to complete the mission.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business, Finance, Planning or closely related field
- Five years of professional experience in real estate property management for public use, including acquisitions, appraisals, and tenant relocations pursuant to State and Federal regulations; experience acquiring real estate for public agencies strongly preferred
- Two years' experience managing or directly supervising staff

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COMPENSATION AND BENEFITS

The salary range for this position is \$121,792 to \$182,688 commensurate with experience

- **Medical/Vision/Dental** – The San Mateo County Transit District provides medical, dental, and vision insurance coverage to all regular employees. Spouses, domestic partners, and other family members of employees are eligible for coverage
- **Retirement and Pension Plan** – Our employees are eligible for both Social Security Benefits and CalPERS Pension Plan. Including lifetime medical benefits upon retirement

California Public Employees Retirement Systems (CalPERS)

- ♦ **Classic Members** – 2% @ 60 benefit formula, 3-year average of highest compensation
 - ♦ **New Members** – 2% @ 62 benefit formula, 3-year average of highest compensation
- For more information, click on <https://www.calpers.ca.gov/>

- **Paid-Time-Off (PTO) and Holiday Schedules** – We believe maintaining a healthy work-life balance is not only important for health and relationships, but it can also improve your employee's productivity. Employee are offered time-away from work through Paid Time Off (PTO), Floating Holidays and Recognized Holidays.

- ♦ **Paid Time Off (PTO)** – Accrued up 26 days of time off per year (8.28 hours per pay period)
- ♦ **Floating Holidays** – Pro-rated up to 5 days per year; eligible after probationary period
- ♦ **Recognized Holidays** – 7 paid holidays up calendar year

To view the full benefits package, click here:
<https://www.smctd.com/jobs.html#benefits>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, March 21, 2022

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/manager-real-estate/>

Resumes should reflect years and months of positions held, as well as size of staff and projects you have managed. For additional information, please contact:



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<https://koffassociates.com>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the Transit District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.