

REAL ESTATE PROJECT DIRECTOR

DEFINITION

Assists a higher-level administrator by planning, organizing, directing, and coordinating the professional real estate work of a team of agents and represents the District in real estate acquisition matters.

TYPICAL DUTIES

Assists in planning, organizing, directing, and participating in professional real estate work, including identifying, evaluating, and recommending the purchase, disposition, and leasing of real property; negotiating purchases, rentals, sales, and relocation assistance; arranging for licenses, permits, easements, rights-of-way, and vacations of streets and alleys; dealing with governmental agencies regarding assessments and zoning; property management; coordinating escrow, title, and eminent domain processes; and performing related real estate work.

Directs, reviews, and participates in the preparation of technical reports and records.

Assists in preparing and presenting reports and recommendations to the Board of Education or a Board committee thereof and represents the District in real estate acquisition matters before the Los Angeles City Council, County Board of Supervisors, planning and zoning commissions, and other governmental units.

Develops or may approve policies and procedures relative to real estate acquisition matters.

Works with legal counsel in regard to eminent domain and other legal processes and represents the District in court relative to real estate acquisition matters.

Coordinates real estate acquisition activities with related plans and programs.

Carries out exceptionally complex real estate negotiations.

Assists in developing or reviewing personnel management policies and procedures within the organization and assures that personnel programs and transactions conform to regulations and District policies.

Directs and participates in liaison and coordination with staff units involved in finance, data processing, personnel, procurement, and labor relations.

Directs and coordinates real estate transactions carried out by consultants under contract with the District.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Real Estate Project Director assists an administrator with real estate acquisition matters by supervising and participating in complex real estate transactions, and acts for the administrator as assigned and in the exercise of delegated authority.

A Director of Acquisition and Relocation has responsibility for the acquisition and relocation program for the District's building program. The Deputy Director of Acquisition and Relocation assists in the overall administration of these functions and activities and acts for the Director in case of absence.

A Principal Realty Agent supervises and participates in professional real estate work and acts for the Real Estate Project Director and the Director of Acquisition and Relocation as required.

SUPERVISION

Administrative direction is received from the Director of Acquisition and Relocation , the Director of Leasing and Asset Management, or a higher-level administrator. General supervision may be exercised over assigned professional, technical, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Laws, regulations, and District policies pertinent to real estate transactions
- Procedures for real estate appraisal, eminent domain actions, escrow, and title verification
- Contract law and legal terminology involved in real estate transactions
- Relocation assistance concepts and procedures
- Administrative organization of the Los Angeles Unified School District
- Legal bases and sources of finance of California public education
- Laws, regulations, and District policies relative to the administration of consulting contracts
- Basic principles of public purchasing, research, cost analysis and control, budgeting, accounting, and merit-system personnel administration
- Procedures and techniques of operation analysis, records development and management, and statistical analysis presentation
- Microsoft Outlook, Word, Excel, and PowerPoint
- Basic concepts and business applications of electronic data processing
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- Personnel Commission rules and collective bargaining law and labor agreements in the District
- Concepts of progressive discipline

Ability to:

- Plan and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
- Prepare and present reports and recommendations to the Board of Education and various public agencies
- Prepare and review real estate contracts and other technical documents
- Coordinate and review the appraisals of real property and improvements
- Communicate effectively, both orally and in writing
- Work effectively with owners and occupants of real property and their agents
- Direct and participate in the training of technical and clerical personnel
- Analyze written materials and oral communications
- Conduct meetings and make effective presentations
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Direct and evaluate staff training

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, including at least one college level course in real estate law or appraisal. Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement for the real estate law or appraisal course is met.

Experience:

Four years of real estate experience working for a public agency or private real estate company performing duties such as land title, appraising, acquiring real property, relocating displaced occupants, or managing real property. Experience in eminent domain is preferable. At least two years of the aforementioned experience must have been in a supervisory capacity.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
06-09-10
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