



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LAND PLANNING AND MANAGEMENT TEAM MANAGER

Group-Section: Real Property Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 063 Job #: TM068
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JOB SUMMARY

Supervises a team that is responsible for the coordination and the technical oversight of Metropolitan's land use and property utilization planning. Responsibilities include the valuation of real property for water supply, conveyance and storage, and infrastructure reliability projects; preparing appraisals and cost studies, conducting market analysis and feasibility studies, preparing real property legal documents, and supporting the eminent domain process; conducting ongoing evaluation of all Metropolitan real property assets, planning of appropriate land use and development opportunities, assessing the market value of real property, and assessing real property inventory for potential encroachments and possible disposition.

Responsible for management of projects and assignments that have a high degree of sensitivity and are strategic in nature, these projects seek to ensure Metropolitan's mission and property interests. Responsibilities include: supporting land planning projects, preparing transaction analysis and property rights research; preparing property valuation, appraisal, cost, feasibility and land use studies; managing the preparation of expenditure forecasts, project scheduling and cost analyses, project budget details, and document control.

OVERSIGHT

Oversight Received: Receives direction from the Unit, Section or Group Manager. Reporting relationship may change to accommodate specific assignments.

Oversight Given: Manages and supervises a staff of professionals, technicians, and paraprofessionals.

JOB DUTIES

Common job duties for team managers:

1. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, mentoring, and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; and ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; creates procedures; provides input re: policy and procedures; and reviews and approves time, reimbursement requests, and purchases.

3. Leads staff in development of organizational vision, strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving organizational goals; and reviews and reports on status of all organizational activities.
4. Works collaboratively with Metropolitan's staff and managers. Engages with the project managers to ensure project objectives are at par with and serve to protect Metropolitan's properties and interests.
5. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
6. Performs other related duties as required.

Duties specific to this position:

1. Manages the daily operations of the Land Planning and Management Team including conducting ongoing evaluation of all Metropolitan real property assets, supporting land planning projects, preparing transaction analysis and property rights research; preparing property valuation, appraisal, cost, feasibility and land use studies; and preparing real estate documents.
2. Manages real property project control functions including: scheduling, cost analysis and control, resource analysis, document control; and develops and manages procedures and strategies to ensure quality work products.
3. Works collaboratively with Metropolitan's staff and managers; establishes and monitors best business practices. Defines procedures to optimize functions for the Team, establishes key performance indicators and provides input to Metropolitan's policy and procedures. Coordinates land planning activities undertaken in the Capital Improvement Project planning, design, development, implementation, and maintenance of projects and assignments as needed.
4. Performs special projects and assignments regarding project staffing requirements; project management information systems; project accounting systems; capital budgeting systems, process, and expenditures; and project controls.
5. Manages professional services and consultants; prepares scope of work in Requests for Proposal or Qualifications; evaluates and selects consultants for professional services; prepares and negotiates agreements with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
6. Acts as project manager; plans projects; monitors budget and schedules; prepares presentations, technical reports, meeting minutes, and correspondence; and works with other business units. Determines project needs and resources to assure successful completion.
7. Develops and implements plans for property entitlement, development of major real property initiatives, and land use planning and development opportunities.
8. Represents Metropolitan before public agencies, regulatory bodies, special interest groups, developers, private land owners, and the general public; solicits and evaluates input; and presents Metropolitan's position and makes presentations to the Board of Directors and committees.

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9. Negotiates terms of agreements for specific assignments under authority granted by Metropolitan; develops options; analyzes proposals and alternatives; and drafts language and agreements. Meets with managers of other groups to coordinate projects; and negotiates with potential property owners and purchasers.
10. Develops and/or reviews plans and specifications, technical reports, and documents generated by project participants to ensure accuracy; and provides technical expertise.
11. Researches, develops solutions, and implements corrective action on a wide variety of real property assignments to ensure that organizational objectives are met.
12. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in real estate, urban planning, business administration, engineering, or a related field and ten years of progressively responsible real estate experience, of which four years must have been in a supervisory, project management, or lead position; or an advanced degree (i.e., master's or doctorate) from an accredited college or university with a major in real estate, urban planning, business administration, engineering, or a related field and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of (common for team managers): Management and supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; Metropolitan organizations; and Metropolitan facilities and operations.

Required Knowledge of (specific to this position): Principles of real estate law, principles and practices of real estate management; real estate market analysis and finance; environmental processes as they pertain to real estate; urban land development; and negotiation techniques; in the areas of real estate negotiations, appraisal, economics, highest and best use of properties, relocation, and title; the Subdivision Map Act, tentative tract maps, parcel maps, and conceptual site planning; project administration including scheduling, cost analysis and control, resource analysis, agreement administration, and document control; project management information systems; project accounting systems; capital budgeting systems; capital budgeting process and expenditures; project controls; and benchmarking and performance metrics.

Required Skills and Abilities to (common for team managers): Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business

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and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the Section and Group; and represent Metropolitan on various business transactions as needed; negotiate project or contract changes; encourage and facilitate cooperation; gain consensus from different units within the organization; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; resolve conflict regarding budgeting, scheduling, funding, and procurement requirements.

Required Skills and Abilities to (specific to this position): Review work products for adherence to real estate laws and Metropolitan policy; and business and real estate applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

In addition to the driver license requirement, employees in this position will be required to obtain and maintain one of the following certifications and licenses:

Certificates

- Senior Right-of-Way Professional (SR/WA) designation with the International Right-of-Way Association; or

Licenses

- California State Licensed Real Estate Broker; or
- California State Licensed Certified General Real Estate Appraiser

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

None

DESIRABLE QUALIFICATIONS

Certificates

- American Institute of Certified Planners (AICP) designation with the American Planning Association
- Certified Commercial Investment Member (CCIM) designation with the CCIM Institute

Licenses

- License in good standing as a Professional Engineer (PE);
- License in good standing as a Professional Land Surveyor (PLS);
- California State Bar Member (member in good standing, with either active membership or the ability to activate membership prior to employment)

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements