



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

RIGHT OF WAY ACQUISITION TEAM MANAGER

Group-Section: Real Property Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 063 Job #: TM062
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JOB SUMMARY

Responsible for the acquisition of real property for water supply, conveyance and storage, and infrastructure reliability projects. Areas of responsibilities include negotiating real estate transactions, resolving title issues, processing escrows, preparing real property legal documents, and supporting the eminent domain process.

OVERSIGHT

Oversight Received: Receives direction from the Unit, Section or Group Manager.

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

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; 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 real property planning, valuation and acquisition of real property activities in support of Capital and other projects including title research, land use, feasibility and cost studies, preparation of real estate documents and appraisals, negotiations to acquire real property and property rights and litigation support for condemnation.
2. Manages professional services and consultants; prepares scope of work in Requests for Proposals or Qualifications; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
3. Acts as project manager; plans projects; monitors budget and schedules; prepares presentations, technical reports, meeting minutes, and correspondence; and works with other business units.
4. Conducts special assignments such as automation of real estate records and community relations.
6. Meets with managers of other groups to coordinate projects; and negotiates with real property owners and lessors.
7. Oversees the technical work of the team.
8. 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, business administration, engineering, or a related field and ten years of progressively responsible real estate and/or property management 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, 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.

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Effective: 07/01/18
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Supersedes: 07/01/18
Page: 2

Required Knowledge of (specific to this position): Real estate law; real estate appraisal theory; real property development; legal aspects of easements; eminent domain law; relocation rules and regulations; principles and practices of real estate management; real estate market analysis and finance; real estate marketing and environmental processes as they pertain to real estate; urban land development; negotiation techniques; title research practices; escrow theory and practice; project planning; project management; relevant federal, state, and local laws, codes and regulations; Metropolitan facilities and operations.

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 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; interpret and analyze real estate transactions; and use 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

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Page: 3

DESIRABLE QUALIFICATIONS

Certificates

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

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

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.

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