



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LAND MANAGEMENT UNIT MANAGER

Group-Section: Real Property Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 067 Job #: UM023
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JOB SUMMARY

Responsible for the management of Metropolitan's real property assets and development of opportunities to increase revenue derived from those assets. Areas of responsibility include the negotiation, drafting, monitoring and managing of real estate documents including deeds, purchase and sale agreements, leases, licenses, permits, easements, appraisal reports, and cost studies.

Areas of responsibility include: development of lease, easement, and other real estate opportunities with private and public entities; establishment and maintenance of contacts and relationships with potential land use and development organizations; coordination with other groups and units within Metropolitan and its member agencies to assist with annexations of real property into Metropolitan's service area; development of cost efficiency strategies related to management of Metropolitan's real property; evaluation and management of appropriate fees and charges for use of Metropolitan real property assets, including leases, easements, permits, licenses, and other rights of entry that reflect internal staff expenses related to issuance and management of such documents and provide reasonable revenue to Metropolitan based on the value of the real property asset.

OVERSIGHT

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

Oversight Given: Manages and supervises a staff of managers, professionals, technicians, paraprofessionals, and administrative support personnel. Responsibilities typically include the development, management, monitoring and administration of projects and programs related to development of revenue opportunities and management of Metropolitan's real property assets, including mitigation of holding expenses.

JOB DUTIES

1. Manages the daily operations of the Unit including coordinating inquiries for secondary uses of Metropolitan's real property through other groups; soliciting leasing of property; preparing transaction analysis and property rights research; administering leases and annual inspections for lease compliance; maintaining an accurate real property inventory; and, ensuring that proposed uses do not conflict with existing Metropolitan and Real Property Group policies or compromise Metropolitan's infrastructure.
2. Supervises negotiation and preparation of documents, including leases, licenses, entry permits, easement deeds, quitclaim deeds, and grant deeds in compliance with applicable Real Property policies and procedures; and supervises preparation of required reports to local county tax assessors related to possessory interest uses of Metropolitan-owned property.

3. Supervises the identification of Metropolitan-owned surplus real property; coordinates with Water System Operations and other groups and units within Metropolitan in making recommendations regarding potential surplus of property; where appropriate, prepares related Board documents and statutory notices; prepares property marketing plans; and manages sale of surplus real property through completion of escrow.
4. Conducts ongoing evaluation of all Metropolitan real property assets, and participates in the planning of land use and development opportunities to increase revenue generation and/or decrease cost(s) related to holding and managing real property assets. Negotiates leases and/or other transactions with public and private entities to facilitate the development and implementation of approved real property use plans.
5. Prepares and makes presentations to Metropolitan's Board of Directors, Board Committees, executive management, other government agencies, citizen and private interest groups and others as required.
6. Oversees and manages all real property transactions including, but not limited to, wireless/telecommunication leases; agricultural leases; ground leases for development and renewable energy; and right of entry permits for filming, environmental activities, and construction.
7. Manages professional services and consultants; prepares scope of work for professional services contracts or proposal requests; 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.
8. Develops, establishes, and manages the Unit Operations and Maintenance budget; forecasts, tracks and monitors funding requirements for supplies, materials, and other planned expenditures; reviews actual costs to budget performance; coordinates Unit involvement within the Section; and manages revenue generating activities and cost containment initiatives for Metropolitan properties.
9. Defines staffing strategies and needs; selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training needs and tracks compliance with Metropolitan requirements.
10. 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 an appropriate real estate or related field, and progressively responsible relevant experience in managing large complex projects totaling twelve years of increasingly responsible

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experience, of which four years must have been in a management or supervisory position or a master's degree from an accredited college or university with a major in an appropriate real estate or related field, and progressively responsible relevant experience in managing large complex projects totaling ten years of increasingly responsible experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: 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 real estate laws; 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; financial and budgeting practices and procedures; project management; performance measurement tools and metrics; and policies and procedures related to procurement, contract administration, and other business activities.

Required Skills and Abilities to: Lead a diverse work force; manage projects; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates; review work products for adherence to real estate laws and Metropolitan policy; mentor, develop, and motivate staff; determine training needs of staff; 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; use real estate applications; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; make presentations to large groups, executive management, and the Board; interpret and analyze results; and interpret policies, rules, and regulations relative to the section and group.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

In addition to the driver's 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 Agent (SRWA) designation with the International Right-of-Way Association; or

Licenses

- California State Licensed Real Estate Broker; or
- California State License 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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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, 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.

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