



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL REAL ESTATE REPRESENTATIVE

<b>Group-Section:</b> Real Property Development and Management Group - Office of Manager Real Property Development and Management	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 53 <b>Job #:</b> 275
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### JOB SUMMARY

Act as a lead within a real estate discipline. Real Estate disciplines include acquisition, appraisal, property management, relocation, and title.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** May exercise technical and/or functional direction over assigned staff.

### JOB DUTIES

1. Directs real estate activities undertaken in the planning, design, development, implementation, and maintenance of projects.
2. Acts as a real estate project manager on large or unique projects, or may lead and coordinate the work of real estate representatives and other technical staff.
3. Participates in the administration of an organization by consulting with, advising, and assisting management in carrying on the operation of the organization.
4. Determines real estate requirements and resources to assure successful planning, scheduling, and completion of capital and other projects.
5. Provides technical expertise in support of capital and other projects to ensure project quality.
6. Develops and/or reviews plans, specifications, technical reports, and documents generated by project participants to ensure accuracy; and provides technical expertise.
7. Researches, develops solutions, and implements corrective action on a wide variety of technical projects to ensure that program objectives are met.
8. Plans, develops, and monitors budget within area of responsibility to ensure the most efficient use of resources, adherence to established plans, and accurate and timely reporting, accounting, tracking, and control of budgetary information.
9. Negotiates terms of agreements under authority granted by Metropolitan; develops options; analyzes proposals and alternatives; and drafts language, policies, and agreements.

10. Coordinates with the General Counsel litigation support requirements for condemnation for permanent and temporary property rights, evictions, contractual compliance involving real property, personal injury suits, and support for a variety of other legal proceedings.
11. 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, urban planning, or a related field and six years of increasingly responsible experience, of which two years must have been at the Senior Real Estate Representative level.

**Required Knowledge of:** Project Management methods and techniques; 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; and Metropolitan facilities and operations.

**Required Skills and Abilities to:** Plan and organize the work of a project team; resolve complex technical problems; train and mentor staff; encourage and facilitate cooperation; exercise judgment and discretion; use business and project management applications; and communicate orally and in writing on administrative and technical topics.

### **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, licenses, and registrations:

#### **Certificates**

- Certified Commercial Investment Member (CCIM) designation with the CCIM Institute; or

#### **Licenses**

- California State Licensed Real Estate Broker; or
- Senior Right-of-Way Agent (SRWA) designation with the International Right-of-Way Association; or
- California State License Certified General Real Estate Appraiser
- Valid California Class C Driver License

#### **Registrations**

- None

### **DESIRABLE QUALIFICATIONS**

- None

**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