



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PLANNING AND ACQUISITION UNIT MANAGER

Group-Section: Real Property Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 067 Job #: UM021
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JOB SUMMARY

Responsible for managing the planning, valuation, and appraisal of real property interests, acquisition of real property, the annexation of territory into Metropolitan's service area, and right of way management and protection.

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. Responsibilities typically include oversight of the development and administration of multi-million dollar projects, programs, and/or professional services agreements related to their functional area.

JOB DUTIES

1. Manages activities and projects; provides technical real estate and administrative expertise; regularly reviews status of projects; reviews quality and efficiency of service and project deliverables; monitors budget and schedules; negotiates with outside contractors to resolve issues; develops and makes presentations to the Board of Directors on projects; and writes and reviews Board letters.
2. Manages real property planning, valuation, and acquisition in support of the Bay Delta Conservation Plan, Capital, and other projects which include appraisals, title research, land use studies, litigation support for condemnation, preparation of real estate documents and appraisals, negotiation of acquisitions, real property rights, land feasibility and cost analysis studies, and protection of Metropolitan's right-of-way including property inspections and encroachment resolution.
3. Manages staff in the development of best practices, unit vision, strategies, performance benchmarks, goals and objectives for customer support and service; plans, develops and approves schedules, priorities, and standards for achieving unit goals; and reviews and reports on status of all unit activities.
4. Analyzes Metropolitan's real estate policies, procedures, and processes to develop recommendations to improve methods, standards, policies, and staffing requirements.
5. Directs the change of boundary statements, certification of third-party appraisals and water use efficiency guidelines; oversees the processes and reconciliation of property tax payments and maintenance of real property tax parcel database, and parcel diaries of all activities and contacts.
6. 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.

7. 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 requirements.
8. Determines consultant needs given staffing constraints and projected workloads; oversees development and administration of professional services agreements; ensures subordinate managers track and audit consultant performance; and approves payments consistent with delegated authority.
9. Meets with Unit customers to ensure that service meets project and program, and District standards; assesses level of service provided; develops, revises, and implements Unit initiatives, policies, and procedures to improve service levels.
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 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; makes 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 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 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

- 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

Job Title: Planning and Acquisition Unit Manager
Job Code: UM021
Effective Date: 07/01/18
Adopted: 09/29/10
Revised: 10/23/18
Supersedes: 07/01/08
Page: 3

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 job duties.

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