



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REAL PROPERTY GROUP MANAGER Group Manager

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: Unrepresented	Salary Grade: 86 Job #: Z61
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JOB SUMMARY

Directs all real estate activities for the Metropolitan Water District of Southern California (MWD), facilities management, real property management, land management, acquisitions, appraisals, and dispositions, recreation development, recreation management, building services and right-of-way activities and other strategic direction.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

OVERSIGHT

Receives direction from the Assistant General Manager/Chief Administrative Officer. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative Support.

JOB DUTIES

1. Develops a strategic operations plan to effectively manage all MWD property holdings and real estate activities that is cost effective and strategically aligned with the Company's long range business plan. Must work effectively with external agencies, legal counsel, and the District's Board of Directors.
2. Manages and negotiates real estate agreements and transactions that provide a seamless partnership with the operations and services groups and enhances the long range objectives for current water conveyance needs, critical infrastructure demands and future operational requirements.
3. Provides for the effective utilization, process standardization and management of third party vendors and service providers to MWD facilities and real estate holdings.
4. Manages and/or conducts financial evaluations and analysis of proposed real estate acquisitions and transactions and act as lead negotiator as required and optimize interactions with real estate brokers, valuation professionals, legal, finance and regulatory departments as needed or required.
5. Manages and executes the development of a financial plan to define, and meet portfolio returns for MWD's real property portfolio that will satisfy strategic requirements and exceed industry standards. Track market trends and investment performance.
6. Coordinates activities of assigned units with those of other company units. Identifies and seeks mutual agreement on any problems or difficulties in coordination.

7. Develops and sets policy within the real estate and real property management area of jurisdiction. Participates in industry and other professional networks to ensure awareness of industry standards, trends, and best practices.
8. Administers the Relocation Assistance Program and executes relocation assistance agreements.
9. Develops programs to generate revenue from Metropolitan's real estate holdings. Determines surplus real property for sale and its reasonable sales price, subject to approval of the General Manager, and the Board of Directors.
10. Coordinates and administers appraisal and asset management related requests for proposals, and consulting agreements.
11. Ensures compliance with all state and federal regulations. Develops and maintains accurate and complete reporting required by lenders, auditors and regulatory agencies.
12. Performs other duties as assigned or required.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's degree from an accredited college or university in business administration, public administration, finance, accounting, or related field and fourteen years of increasingly responsible experience in the field of real estate, including six years management and supervision of professional and technical staff; or master's degree from an accredited college or university in business administration, public administration, finance, accounting, or related field and twelve years of increasingly responsible experience in the field of real estate, including six years management and supervision of professional and technical staff; or juris doctor degree from an accredited college or university and twelve years of increasingly responsible experience in the field of real estate, including six years management experience and supervision of professional and technical staff.

Required Knowledge of: General administrative principles, practices and methods, including goal setting, objectives, and procedures development and implementation, program and budget development and implementation; principles and practices of effective leadership and staff supervision, including selection, training and development, dynamics of line-staff relationships, techniques to effective interpersonal communications and relations, effective problem solving and decision making techniques, planning and delegating work, performance evaluation, positive recognition methods, and progress discipline; principles and practices related to the organizational and functional sections managed; and applicable laws, regulations, legal mandates, guidelines and standards affecting the administration of the designated functional areas.

Required Skills and Abilities to: Plans, organizes, administers, coordinates, reviews, and evaluates complex and interrelated functions and services; analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action;

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develop and implement goals, objectives, policies, procedures, works standards, and internal controls; select, motivate, and evaluate staff and provide for their training and development; establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, local, state and federal legislative representatives, Metropolitan staff, and the general public; effectively negotiate with others; maintain and exhibit discretion and integrity when handling sensitive information; prepare and present clear and concise written and oral reports and related materials; exercise sound independent judgment; provide effective leadership, initiative, and motivation; communicate effectively in a variety of situations; read, understand, and accurately interpret complex rules, regulations, laws, legislation, policy and guidelines applicable to functional areas of responsibility; resolve conflict; and integrate interrelated functional activities.

Certificates, Licenses, And Registrations Requirements

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Licenses

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

Registrations

- None

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 job duties 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, 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.

Vision Requirements: No special vision requirements

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