



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REAL PROPERTY PROGRAM MANAGER

Group-Section: Real Property	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 060 Job #: PM022
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JOB SUMMARY

Responsible for program management of projects and assignments related to Metropolitan's Real Property Programs to ensure property interests are protected. Areas of responsibility includes designing, developing, and managing Real Property programs; developing efficient processes for real property management, acquisition, appraisal, relocation, and land use planning and entitlements; assisting in the facilitation of internal and external partnerships; participating in the development of related contracts and contract negotiations; and assisting in reviewing legislation pertaining to Metropolitan's Real Property. Performs highly complex planning, financial, and policy development work while serving as a specialist, liaison, and advocate for a specific program or activity requiring significant professional or managerial experience.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program, or may comprise multiple large projects which constitute or support a major goal or operation of Metropolitan. A program typically involves external agencies and matrix management of multiple staff and consulting resources. Programs may also involve a single major effort of a comprehensive nature.

OVERSIGHT

Supervision Received: Receives direction from the Unit, Section or Group Manager. Reporting relationship may change to accommodate specific assignments.

Supervision Given: May exercise technical and functional supervision over assigned and matrixed staff.

JOB DUTIES

1. Responsible for the daily management of assigned Metropolitan major land holdings in support of water supply initiatives; and the development of efficient real property utilization and property operation and maintenance programs.
2. Serves as a project or program manager for the Real Property Group. Responsibilities include but are not limited to: project management; negotiations; valuation; land use planning and entitlements; land and asset management in urban, rural and agricultural settings; Capital Investment Plan (CIP) development related to real property; relocation plans; and resolving real property title issues. Prepares associated short and long-range plans, defines objectives, and prepares a forecast of financial needs and related budget; assists with regular updates of business impact analyses, and outlines the scope of work and specific associated tasks.
3. Assesses Real Property program's needs as they relate to key business functions; identifies critical business needs and associated management issues, advises appropriate staff, recommends solutions, and resolves complex problems; and regularly reviews plans to address new and changing business requirements.

4. Delegates work to staff as necessary; and establishes, manages, monitors, and analyzes schedules and budgets of programs, projects, and assignments. Prepares land management plans, other technical documents, and correspondence; conducts or recommends actions in the conceptual, planning, and performance phases; and prepares scopes of work and administers, monitors, and manages professional agreements.
5. Develops and implements program goals, objectives, and priorities; recommends modifications for improving program efficiency to management; and incorporates approved modifications.
6. Participates as a key member of various internal and external partnerships; regularly reports to executive management, and manages program consultants and vendors; and performs complex professional project management work as a member of a project team. Maintains working relationships with a variety of internal and external contacts including representatives of local governments, public agencies, contractors, consultants, and the public in order to represent Metropolitan's interests in a collaborative and informed manner.
7. Monitors and evaluates the efficiency and effectiveness of program methods and procedures; develops reports and makes presentations to management on Real Property Program objectives or individual project activities.
8. Performs and reviews project management planning and project control including related annual work plans, progress, cost forecasting, variances, change management, scheduling, close-out procedures, and project summary reports; maintains master schedules and informs management of potential scheduling conflicts; and prepares and reviews mission statement, objectives, scope, task, schedules, budgets, and resources.
9. Provides training and assistance to staff responsible for the development, implementation, and maintenance of business unit plans; schedules and coordinates exercises for plan validation and identification of needed revisions; and oversees implementation of action items identified during the testing and exercise process.
10. Researches, develops solutions, and implements corrective action on a wide variety of real property assignments to ensure that organizational objectives are met.
11. Prepares and presents reports on program status to the Board, management staff, other departments, outside agencies, and the public; prepares land management plans, other technical documents, and correspondence.
12. Coordinates work of real property related projects and assignments with other units, sections, or groups within Metropolitan.
13. Performs other related duties as required.

Job Title: Real Property Program Manager
Job Code: PM022
Adopted: 01/01/2017
Effective Date: 07/01/2018
Revised: 01/29/2019
Supersedes:
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EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant 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 and ten years of increasingly responsible relevant experience, of which four years must have been in a supervisory, project management, or lead position.

Required Knowledge of: Public agency real property programs; interdisciplinary group leadership; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; project management; and trends and emerging technologies in business innovation and technology.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; 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; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications such as word processing and spreadsheets; and prepare presentations for executive management, Board of Directors, member agencies, and the media.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

In addition to a valid California Class C driver license that allows you to drive in the course of your employment, employees in this position will be required to obtain within two years; and maintain one of the following certification or license:

Certificates

- Senior Right-of-Way Professional (SR/WA) designation with the International Right-of-Way Association;

Licenses

- California State Licensed Real Estate Broker; or
- California State Licensed Real Estate Salesperson

Registrations

- None

DESIRABLE QUALIFICATIONS

- American Institute of Certified Planners (AICP) certification with the American Planning Association
- Project Management Professional (PMP)
- California State Licensed Certified General Appraiser;
- 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. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements