



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REAL PROPERTY SECTION MANAGER

Group-Section: Real Property Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 71 Job #: SM018
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JOB SUMMARY

Directs through subordinate managers, a section composed of multiple units responsible for providing a range of real estate activities for The Metropolitan Water District of Southern California (MWD), such as, 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.

OVERSIGHT

Supervision Received: Receives direction from the Assistant Group or Group Manager.

Supervision Given: Manages and supervises a staff of managers, professionals, paraprofessionals, and administrative support.

JOB DUTIES

1. Provides leadership to section staff; promotes an adaptive, team-oriented and productive work environment; and leads the development and implementation of the section's business plan, policies, procedures, programs and strategies to facilitate the effective management of all MWD property holdings and real estate activities that is cost effective and strategically aligned with the District's long range business plan.
2. Supports the management and negotiation of real estate agreements and transactions in partnership with other internal and external organizations to facilitate the long range objectives for current water conveyance needs, critical infrastructure demands and future operational requirements.
3. Directs the effective utilization, process standardization, and management of modern business practices, methods, tools, and software to facilitate information collection to manage Metropolitan facilities and real estate holdings.
4. Directs, plans, and coordinates the efforts related to protection and maintenance of District real property assets.
5. Develops and ensures adherence to policies, procedures and contractual agreements for the use of real property assets; participates in real property advisement councils and associations to ensure the development and maintenance of such assets to a minimum standard through regular evaluation, prioritization and robust metrics; ensures compliance with state and local codes, and properly identifying and cataloging each asset.
6. Represents Metropolitan when conducting business on behalf of the Group Manager. Directs the preparation of board letters and reports for and make presentations to executive management, the Board of Directors, and other audiences.

7. Coordinates activities of assigned units with those of other District units. Identifies and seeks resolution to problems or difficulties in coordination.
8. 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.
9. Coordinates and administers appraisal and asset management related requests for proposals, and consulting agreements.
10. Ensures compliance with all state and federal regulations. Develops and maintains accurate and complete reporting required by lenders, auditors and regulatory agencies.
11. Performs other duties as assigned or required.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's degree from an accredited college or university in real estate, business administration, public administration, finance, accounting, or related field and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or master's degree from an accredited college or university in real estate, business administration, public administration, finance, accounting, or related field and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

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 progressive 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: Manage a multi-function section. Plan, organize, administer, coordinate, review, and evaluate complex and interrelated functions and services; analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action; develop and implement goals, objectives, policies, procedures, work 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 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

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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

Certificates

- None

Licenses

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

Registrations

- None

DESIRABLE QUALIFICATIONS

- California State Licensed Real Estate Broker; or
- California State Licensed Certified General Real Estate Appraiser; or
- Senior Right of Way Agent designation with the International Right of Way Association; or
- Certified Commercial Investment Member (CCIM) designation with the CCIM Institute; or
- Facility Management Certification

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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