

| | Class Codes |
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| DIRECTOR OF REAL ESTATE AND BUSINESS DEVELOPMENT | 1858 |
| DEPUTY DIRECTOR OF REAL ESTATE AND BUSINESS DEVELOPMENT | 2166 |

DEFINITION

Directs the use, development, permitting, licensing, fees and revenue collection, and management of the District's non K-12 real estate assets and strategic initiatives, particularly those that involve the use, sale, exchange, occupancy or repurposing of existing assets or additions to the real estate portfolio. A Deputy Director assists in the management of the department and acts for the Director as required

TYPICAL DUTIES

- Directs facilities asset management for non K-12 facilities and management of related special District initiatives and programs.
- Oversees lease negotiations and supervises staff engaged in arranging for licenses, permits, easements, street and alley vacations, short and long term leases, joint use agreements and conducting auctions.
- Prepares and presents reports and recommendations to senior management, Board Members, the Superintendent, the Board of Education, as well other government officials, school stakeholders and the public at large.
- Acts as real estate subject matter expert in public meetings and communications for programs and initiatives in the department.
- Development of criteria used for the selection of real estate consultants as well as management of and monitoring consultant performance to ensure compliance with contractual agreements.
- Analyzes proposals and studies for the use of the District's real property.
- Oversees the management of various bond programs, including those associated with charter school augmentation grants and joint use and third party entities.
- Identifies management tools and systems, and policies and procedures to ensure timely and accurate information and reporting relative to District assets.
- Recommends the best usage of District assets, including closed and existing facilities.
- Leads all efforts for the purchase, sale, exchange and joint use of District assets, and other agreements with third parties.
- Recommends strategic relationships and identifies common synergies with outside entities, including, but not limited to governmental agencies, non-profit organizations.
- Makes recommendations to the Office of General Counsel (OGC) in the negotiation of legal settlements with third parties as it relates to real estate.
- Execution of agreements, forms and documents in accordance with delegated authority.
- Coordinates with the Office of Environmental Health and Safety (OEHS) internal review of environmental documents, plans and reports regarding developments near District sites.
- Coordinates and addresses school safety issues and negotiates, where applicable, temporary access agreements, concessions, safety measures and commitments for school improvements and funding.
- Reviews and provides recommendations regarding the architectural planning, funding and development of multiple pre-construction and construction activities involving District, charter school and third party construction and development projects.
- Develops, assigns, and monitors performance of Deputy Directors of Real Estate.
- Monitors activities such as site assessments, California Environmental Quality Act (CEQA) design, off-site approvals, political interface, outreach, funding strategies, and application process.
- Evaluates redevelopment opportunities with the Master Planning and Real Estate Department for

District owned properties, and the selection and acquisition of potential new sites.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Real Estate and Business Development oversees and manages real estate and facilities asset management activities of the District.

A Deputy Director of Real Estate and Business Development is responsible for the management and administration of staff, activities, and programs associated with the District's facilities assets or strategic real estate initiatives.

The Director of Facilities Planning and Development directs long range asset master planning, identifies requirements for new and existing schools, provides critical information for obtaining CEQA clearance, develops school designs, supports the site selection process for new schools or expansion of existing schools, and recommends procurement of services to obtain new facilities perform major modernization of existing schools. The Deputy Director of Facilities Planning and Development assists in the management of the branch and acts for the Director of Facilities Planning and Development as required.

SUPERVISION

The Director of Real Estate receives general supervision from the Director of Facilities Planning and Development and the Deputy Director of Facilities Planning and Development. General supervision is exercised over lower level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Knowledge and experience with real estate development/redevelopment economics and finance.
- Knowledge of public sector real estate development, schools, administrative support space, workforce housing.
- Familiarity with structuring, negotiating, and closing joint use and development agreements.
- Real Estate laws and regulations
- California Education Code
- Principles of public relations and the public approval process
- Basic laws and regulations related to building codes for public facilities, particularly school buildings, contract law, public purchasing, research, cost analysis and accounting
- Basic District Personnel Commission rules, regulations, practices and policies Administrative practices and procedures within the District
- Principles of planning, development, financing and entitlement of a variety of product types which may include, educational, office, industrial, medical and residential facilities
- Principles of design and construction scheduling, value engineering and programming.
- Principles of organization, management, and supervision
- District standards and legal provisions governing school building construction
- Construction contract administration
- Laws and regulations regarding site acquisition, disposition, eminent domain, leasing, licensing and exchange
- Relative differences and advantages of various construction means and methods, including design-build and design-bid-build.
- Program and project management principles

Basic principles of the Public Contract Code, contract law scheduling, estimating, and demolition and environmental assessment work
State and federal environmental regulations such as the (CEQA) and National Environmental Policy Act (NEPA)
Legal bases and sources of finance for California school building programs, preferred not required
Principles of public relations and community engagement

Ability to:

Provide leadership and prioritize projects and departmental activities
Negotiate multi-million dollar contracts and agreements, securing best value for the District
Plan, organize and coordinate a variety of new facilities projects for maximum efficiency and cost effectiveness
Provide effective oversight of multiple operations
Manage project budgets and schedules
Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups both within and outside the District
Make and review decisions timely and effectively
Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
Communicate effectively both orally and in writing
Operate a computer workstation and associated peripheral equipment
Strong analytical, organizational, and written/oral communication skills.
Skilled relationship builder, capable of quickly establishing credibility with both internal and external stakeholders.
Ability to review and interpret project budgets and pro formas

ENTRANCE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a bachelor's degree. A major in business administration, real estate, urban planning, accounting, finance, public administration or communications is preferred. Graduate level courses in real estate is preferred.

Experience:

Director of Real Estate and Business Development

Five years of management experience in real estate which may include, the acquisition, disposition, evaluation, underwriting and negotiation of real property sale, lease, license, joint ventures, Memorandum of Understanding (MOU) and public private partnerships (P3). Experience within a public institution or agency is preferred.

Deputy Director of Real Estate and Business Development

Three years of management experience in real estate which may include, the acquisition, disposition, evaluation, underwriting and negotiation of real property sale, lease, license, joint ventures, Memorandum of Understanding (MOU) and public private partnerships (P3). Experience within a public institution or agency is preferred.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. An employees in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

NEW CLASS

12-16-21

HV/JPK2