

CITY OF BURBANK

REAL ESTATE AND PROJECT MANAGER

DEFINITION

Under general direction, to manage, oversee, and perform administrative and professional work related to real estate interests of the City and project management duties for the Department, including, but not limited to, acquisitions, dispositions, property management, relocation, infrastructure, housing and capital project activities; and perform related work as required.

ESSENTIAL FUNCTIONS

Administers, analyzes, and processes requests to acquire, lease, or sell real property for the City, Housing Authority, Parking Authority, and Burbank Successor Agency; prepares and provides recommendations and proposals for the acquisition, lease, disposal, and sale of real property; provides information to the public regarding City, or other related real property, policies and procedures; plans, organizes, and controls the project management duties for housing, infrastructure, and capital project activities; develops and makes recommendations on goals, objectives, and policies; analyzes and applies local, state, and federal policies, codes, and laws relating to the operation and administration of various programs; prepares and maintains reports and conducts complex studies, in accordance with applicable laws and regulations; administers operating budgets and cash flow; identifies funding resources and develops funding proposals; implements and coordinates financial strategies; evaluates proposals; negotiates contracts and development, purchase, and sales agreements; coordinates programs with City departments, outside agencies, and community groups; reviews and approves project and plan specifications; conducts feasibility studies; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; meets and works with professional and public groups; makes public presentations on real property and project management matters; may act on the behalf of the Division Manager; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles and practices governing real estate procedures, survey methods, transactions, development, and contract law; pertinent federal, state, and local laws, codes, and regulations pertaining to real estate and eminent domain; financial analysis, procedures, and transactions; research methods and techniques; statistical analysis methods; contract negotiations and contract law, general building and housing code provisions; community resources and social economic factors; principles and practices of budgeting and cost control; proper English usage, spelling, grammar, and punctuation; principles and practices of sound personnel management and supervision.
- Skill in – the use of present and emerging automated services and technologies.
- Ability to – collect, analyze, and interpret economic, technical, and statistical data relating to real property; organize, direct, and implement comprehensive property management projects; negotiate complex contracts and acquisition or disposition of property on behalf of the City; learn, comprehend, and apply City policies, rules, and regulations to solve problems; analyze and interpret documents and materials; prepare clear, comprehensive, and complex reports and recommendations; maintain accurate records; develop, implement, and manage long-range projects and programs; communicate effectively, both orally and in writing; make oral presentations; work independently with minimal supervision and direction; establish and maintain effective working relationships with City Officials, supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in planning, public administration, real estate development, or closely related field and three years of progressively responsible public real estate property or project management experience, including at least one year of employee supervisory experience within the last 24 months, at time of application. NOTE: A Master's Degree in planning, public administration, real estate development, or closely related field may be substituted for one year of the required work experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.