

Real Estate Development Representative

Job Code: 21400N

Reports To: Director of Real Estate Development

Job Summary:

Participate in the development of new outdoor Advertising Assets in the market. Grow the region's portfolio of real estate assets while successfully navigating the federal, state & local regulatory environment and making strategic / tactical decisions about site location, entitlements, design, budgeting, construction and/or acquisition of real estate assets.

Job Responsibilities:

- Work collaboratively with the Director of Development to execute a strategic development plan focusing on the overall needs of the branch and the health and vitality of the overall portfolio.
- Knows, understands, and complies with applicable Federal and state regulations, local rules, laws and ordinances.
- Works with legal counsel in all matters involving zoning, land use, condemnation, lease contract negotiations, and development agreements.
- Negotiates new lease renewals as required for new development opportunities.
- Communicates and meets with property owners.
- Involves legal department as needed in relocation negotiations and development agreements and other real estate matters for new development opportunities
- Authors and compiles permit applications and supporting documentation for a variety of development tasks including new development agreements, ordinance reviews, and zoning analysis to process and obtain the permits.
- Knows and understands basic real estate principles.
- Other duties as assigned or requested.

Job Qualifications:

Education

- Bachelor's Degree preferred, or equivalent combination of education, training, experience, or military experience.

Work Experience

- Minimum 3 years of relevant experience, preferably in a related field.

Skills

- Knowledge of real estate principles, the real estate development process, lease negotiation strategies or property management.
- Knowledge of media and advertising industry, business cycles, key revenue and expense drivers.
- Proficient in Microsoft software applications (i.e., Word, Excel, Outlook, and PowerPoint).
- Deep and broad business acumen with strong analytical, critical thinking, decision making, and problem-solving skills focused on achieving business results.
- Ability to read, analyze and interpret verbal and written requests and directions, and technical writing related to Federal and state regulations, local rules, laws and ordinances
- Has a cooperative and professional manner when meeting both internal and external customers and vendors face to face.
- Able to multi-task and balance multiple priorities.

- Able to complete required math calculation such as discounts, interest, commissions, proportions and percentages.
- Able to accurately assess situations, perform root cause analysis and provide solutions.
- Excellent verbal and written communications skills including acumen in delivering presentations.
- Ability to meet with and present to governmental agencies including city, county, and Caltrans.

Competencies

- **Business Perspective** – Using an understanding of business issues, processes and outcomes to enhance business performance.
- **Planning and Organizing** – Reaches goals that are central to organizational success by making and following plans and allocating resources effectively.
- **Communicating Effectively** – Writes and presents effectively; adjusts to fit the audience and the message.
- **Managing Through Systems** – Can design practices, processes, and procedures which allow managing from a distance. Must be able to learn company internal systems & practices.
- **Negotiating** – Seeking to resolve different perspectives or matters of dispute by discovering shared interests and finding mutually acceptable solutions.
- **Decision Making** – Using critical thinking, good business sense and organizational values to make decisions involving varying levels of risk and ambiguity.

Physical Demands

The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Employee must have the ability to sit and/or stand at a desk for a minimum of 8 hours a day and complete tasks requiring repetitive use of hands
- Employee must have the ability to see written documents, computer screens and to adjust focus
- This job is performed in a temperature-controlled office environment

Other Requirements

- Ability to travel 50% or more outside of the office including travel to company meetings and industry events.
- Access to a reliable vehicle and possess valid driver's license.
- Work outside of office performing field work, measuring site dimensions, taking photos, etc.