

September 10, 2018

TITLE: Manager, Transit Oriented Development
EMPLOYMENT TYPE: Exempt
DIVISION: Planning, Grants, Transportation Authority
APPLICATION DEADLINE: 4:30 p.m. on Friday, October 12, 2018
PAY RANGE: \$2,117 - \$3,176 per week (\$110,089 to \$165,134 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

Job Summary: The Manager, Transit Oriented Development reports to the Director, Real Estate & Development and is responsible for implementing all real estate activities necessary to support Transit Oriented Development (TOD) projects, as well as overseeing the management of agency owned property for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo Transportation Authority (TA).

Examples of Essential Functions:

- Manage TOD programs on agency-owned real estate. Develop, plan, negotiate, and implement the TOD and Joint Development Project programs.
- Develop and maintain the TOD program and policies.
- Oversee development business plans and financial forecasts of potential and proposed real estate projects.
- Serve as subject matter expert on federal, state, and regional statutes, proposed legislation, and regulations pertaining to TOD.
- Serve as a liaison with internal and external stakeholders on all TOD matters.
- Manage the agency's lease portfolios. Oversee property management, administration of property portfolios, and the processing of leases, licenses, and permits.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Participate in selection, coordinate staff training, establish performance objectives, and perform performance appraisals.

Examples of Duties:

- Oversee the daily functions, operations, and real estate activities in support of the TOD and the Joint Development Project programs.
- Lead negotiations for long term land leases and other disposition agreements for TOD and joint development projects.
- Work with internal Planning staff to identify properties that are available for development and lease.
- Oversee the solicitation and selection of developers for the development of properties.
- Develop and maintain the TOD program and policies.
- Develop and maintain working relationships with internal and external stakeholders to support development opportunities; resolve issues; and to develop consensus on project and schedule.
- Work with Grants, Finance, and other departments to identify and secure funding sources to support TOD projects.
- Oversee legal efforts in support of TOD negotiations.
- Monitor development activities and ensure compliance with developer leases and other agreements.
- Oversee consultant and subordinate staff activities to ensure work is conducted and completed in accordance with contractual obligations and agency and industry standards.
- Prepare staff reports and presentations for meetings of the boards of directors.
- Represent the Real Estate Department at intergovernmental and private sector meetings. Work closely with community members, neighborhood councils, businesses, property owners, neighborhood groups, and various public/private organizations to address concerns.
- Confer with internal stakeholders on property development and property management issues, and advise on critical path activities which may conflict with project delivery schedule or present a potential threat or risk to assets.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Work under the supervision of the Director, Real Estate & Development, who establishes goals, objectives, and evaluates performance.

Minimum Qualifications: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the duties and essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Real Estate, Business Administration, Public Administration, Planning, Finance, Economics, Statistics, or a related field.
- Five years of full-time progressively responsible real estate development and TOD planning experience.
- Three years of experience in a supervisory role.

Other Requirements:

- Must have effective oral, written, and presentation skills.
- Experience with project management is desired.
- Must be proficient in Microsoft Office Suite.

Selection Process May Include:

Applications will be screened for completeness and minimum qualifications.

Written and/or skills assessment examination.

Finalists will be interviewed by a screening and selection panel.

Background investigation.

Current Employment Benefits at SamTrans:

- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Time Off: Paid Time Off: 26 days per year
- Cafeteria Plans: Medical, dental, vision care, group life insurance, and more
- Transportation: Free bus transportation for employees and qualified dependents
- Retirement: Social Security and Public Employees Retirement Systems (CalPERS)
 - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
 - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

How to Apply:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request.
 If you have a need for an accommodation, please call (650) 508-6288.
 SamTrans is an Equal Opportunity Employer.