

**SAN DIEGO UNIFIED SCHOOLDISTRICT**

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<b>TITLE:</b>	Director, Real Estate	<b>REPORTS TO:</b>	Deputy Superintendent, Business
<b>DEPARTMENT:</b>	Instructional Facilities Planning	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034
<b>EFFECTIVE DATE:</b>	November 1, 2011		

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**BASIC FUNCTION:**

Develop, implement, and direct a comprehensive strategic real estate master plan to maximize revenue generation opportunities for the district; provide oversight of the District's entire real estate portfolio; plan, direct, and implement long and short-term real estate programs and activities designed to develop assigned programs and services; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

***E = Essential Functions***

Develop, implement, and direct a comprehensive strategic real estate master plan for the disposition of district real property, including the assessment of opportunities and the development of innovative strategic strategies to support the district's real estate management plan. ***E***

Provide oversight of the District's real estate portfolio that includes over 200 properties with approximately 3,400 permanent and portable buildings, totaling approximately 14 million square feet. ***E***

Perform financial analyses and revenue projections for proposed real estate opportunities; prepare reports and recommend appropriate strategies to achieve the highest and best utilization of the District's properties. ***E***

Plan, direct, and implement long and short-term real estate programs and activities designed to develop assigned programs and services. ***E***

Direct and oversee arrangements for appraisal and environmental reviews, negotiate and draft contracts, and ensure the timely processing of all real property transactions. ***E***

Develop and maintain positive communications with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. ***E***

Act as liaison with appropriate local government agencies involved in real estate and planning, including community planning groups. ***E***

Manage leased district buildings and properties, ensure compliance with terms, and interact with lessees and district facilities staff to resolve issue and concerns. ***E***

Maintain information on the District's real property, including all necessary data on parcels owned, zoning, title information, sale information, lease information, etc. ***E***

Identify opportunities for strategic purchasing of real estate to meet future needs or support the district's long-term facilities master plan. ***E***

Provide technical expertise, information, and advise the Deputy Superintendent, Business, on unusual trends or problems and recommend appropriate corrective action; assist in the formulation and development of policies, procedures and programs. ***E***

Train and evaluate the performance of the Real Estate Office staff to help execute developed strategies for

real property, including increased community use of district property (Civic Center Act), rental opportunities, and joint utilization of and rental opportunities. *E*

Establish and oversee ongoing and ad hoc district committees (i.e., Excess School Property). *E*

Recommend the retention of consultants for special projects; assist in the development of Requests for Proposals. *E*

Maintain an understanding of the local real estate market and relevant demographic information. *E*

Prepare and present reports to the Board of Education. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a bachelor's degree in business administration, real estate or public administration, urban planning, or related field and ten years of progressively responsible experience in real estate asset and property management. A valid State of California Real Estate Broker License is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Laws, regulations and district policies pertinent to real estate transactions, redevelopment projects, charter schools and construction/renovation of school facilities.
- Financial analysis relating to maximum utilization of real estate properties and assets.
- Contract law and real estate terminology involved in real estate transactions.
- Effective community involvement practices, and city-wide community planning activities.
- City and county government planning practices and procedures.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal and leadership skills using tact, patience and courtesy.
- Data management, analysis and presentation using modern computer applications.
- Oral and written communication skills.

**ABILITY TO:**

- Plan and organize the District's real estate activities.
- Perform financial analyses and projections.
- Produce comprehensive narrative and statistical reports.
- Train and evaluate the performance of assigned staff.
- Involve and empower community and other stakeholders, and facilitate and negotiate controversial real estate processes.
- Communicate effectively with district staff, community and governmental agencies both orally and in writing.
- Develop and maintain collaborative intergovernmental relationships.
- Develop and maintain effective relationships with the press.
- Maintain current knowledge of applicable provisions of Federal and State laws, and District rules and regulations.
- Review relevant existing and pending legislation and regulations and make appropriate recommendations.
- Maintain current knowledge of real estate practices.
- Maintain schedules and timelines.
- Work independently with little direction.
- Plan and organize work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1276

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