



Real Estate Managing Director

ECONOMIC & WORKFORCE DEVELOPMENT DEPARTMENT



THE OPPORTUNITY

The position of Real Estate Managing Director provides an extraordinary career opportunity for an experienced real estate professional to join the City of Oakland team. The incumbent will lead the Real Estate Management & Development Division within the City's Economic & Workforce Development Department. This position is responsible for the management, disposition, and development of the City's real property assets; negotiating and completing real property transactions including leasing, acquisition, disposition, development, and financing agreements on City land; managing ongoing license and operating agreements for third-party use of City assets; overseeing real estate appraisals, valuation services, and contract administration, and maintaining an accurate and accessible inventory of City-owned property. The successful candidate will share a belief in equity and inclusive growth, collaboration and transparency, and will use these values to help guide the City's and Department's efforts around real estate management and development.

THE COMMUNITY

Oakland is the eighth largest city in California with an estimated population of 420,000 residents. The City is located on the east side of the San Francisco Bay and is a significant employment center for the region. It is a dynamic city with 50 distinct and eclectic neighborhoods, 17 commercial districts, an increasingly vibrant downtown, a diverse economic base, world-class arts and entertainment venues, superior cultural and recreational amenities, and a rich multicultural heritage. Oakland is one of the most diverse cities in the nation, with over 125 languages and dialects spoken.

Oakland is home to several corporate headquarters including Clorox, Kaiser Permanente, Pandora, Dreyer's Grand Ice Cream, Revolution Foods, and OCHO Candy. Oakland is currently experiencing a significant resurgence of investment and development, with multiple major real estate projects under construction, recently approved, or in the pipeline. The City is home to the Port of Oakland, the fourth busiest maritime port in the U.S. and among the top 25 in the world. Adjacent to the Port, a \$400 million trade and logistics center is under construction on a former Army Base. The City is seeking to transform the Coliseum Complex area into an exciting new urban commercial and residential community, perhaps with a new Athletics baseball stadium. The Coliseum Complex is adjacent to an airport, regional rail station, Amtrak, and a major freeway. Brooklyn Basin, another new mixed-use development underway along Oakland's waterfront will include 3,100 new residential units and 30 acres of public open space.

Oakland's downtown has experienced a renaissance in recent years, anchored by a nationally-recognized restaurant scene, major employers, a growing cluster of small, local entrepreneurs and a significant amount of planned residential development. Oakland is home to two major historic entertainment venues that anchor Oakland's emerging downtown entertainment district—the Paramount Theatre and Fox Theater. The City has become a hub for artists and boasts one of the largest visual and performing arts communities on the West Coast. Oakland is a mature city that protects and preserves its abundant natural beauty and holds a wealth of resources and opportunities. In concert with its development and revitalization efforts, the City strives to create a balance between the old and new, to celebrate its distinct sense of place, and to maintain its diversity.

THE POSITION AND KEY RESPONSIBILITIES

Reporting to the Director of Economic & Workforce Development, the Real Estate Managing Director is a hands-on management-level position with responsibility for the overall administration of the real estate management, development, and related real property services division for the City of Oakland and the Oakland Redevelopment Successor Agency (ORSA). This position will lead a Division staff of 20 FTE to:

- Direct the preparation of a variety of studies and reports relating to current and long-range real estate asset management and development of City and ORSA real property such as public land policies and strategies, evaluating the highest and best use of the City's real estate holdings, and recommending courses of action to be taken, including lease, sale, acquisition, and development.
- Prepare or review reports for the City Administrator, ORSA, City Council or commissions; serve as a liaison to City Council and other public and private groups to explain or coordinate plans for proposed projects and to respond to their concerns.
- Direct the preparation of Requests for Proposals for development sites, conduct selection processes, negotiate leases and disposition and development agreements, manage development, and monitor ongoing operating and community benefit agreements.
- Oversee operations of City assets including the Fox Theater, Paramount Theater, Scotlan Convention Center, and Oakland Ice Rink, among others.



- Coordinate with Planning & Building, Public Works, and Transportation Departments to implement priority projects.
- Research, evaluate, propose, and implement alternative sources of financing for municipal real estate development, such as Community Facilities Districts, Enhanced Infrastructure Financing Districts, New Markets Tax Credits, and Opportunity Zones and Funds.
- Work with the City's Finance Department, the State Department of Finance, and the Oversight Board for ORSA to prepare updates of the Recognized Obligation Payment Schedule (ROPS) and amending existing agreements for former redevelopment projects and programs.
- Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Division; develop and implement management systems, procedures and standards for program evaluation.
- Direct and participate in the selection, supervision, and performance evaluation for Division staff; provide for staff training and development.
- Coordinate and direct appraisal, valuation and consultation services; manage the administration of appraisal contracts.
- Review reports on environmental conditions of properties to determine whether toxic hazards exist and to make administrative decisions on acquisition or disposal; negotiate contracts with contractors and consultants.
- Supervise and participate in property right-of-way negotiations for the purchase, lease or sale of real estate; review business and residential relocation activities.
- Manage the City's real estate, survey, property management, title and escrow services contracts.
- Monitor developments related to real estate management, acquisition, and disposal; perform public benefit analyses and evaluate fiscal and economic impacts; implement policy and procedure improvements.
- Direct the preparation and administration of budgets for the Real Estate Management and Development Division,

including expenditures from former redevelopment agency bond funds.

- Assist the Director with strategic planning, budgeting and fiscal management, staff performance, internal and external coordination and collaboration, and represent the Department with external partners and the community.

IDEAL EXPERIENCE AND QUALIFICATIONS

The successful candidate will need to be a working manager with outstanding interpersonal and communication skills; be collaborative, innovative, and strategic, with a proven track record of producing results through leading high performing teams that support municipal economic development.

In addition, the ideal candidate should demonstrate:

Knowledge of:

- The principles and practices of private and public sector disposition and development, asset management, leasing, real estate appraisal, valuation, acquisition, relocation, and property management functions.
- Federal and state laws pertaining to appraisal, acquisition or disposal of real property, relocation law, right-of-way acquisition, and legal descriptions of real property.
- Redevelopment law and the redevelopment agency dissolution process and requirements.
- Real estate economics; public and private financing techniques for real estate development.
- Planning, building and entitlement process and practices.
- California Environmental Quality Act.
- Social, political, and environmental issues influencing real estate development.
- Contract and lease administration, and real estate title and escrow procedures.
- Administrative principles and methods, including goal setting, program development, and implementation.
- Principles and practices of management, supervision and staff development, and evaluation.



- Principles and practices of budget development and administration.
- Computer systems and applications.

Ability to:

- Manage and direct a comprehensive real estate portfolio development and asset management program.
- Analyze complex technical and administrative real estate management, acquisition, disposal and appraisal valuation problems; perform financial feasibility and pro forma analyses; evaluate alternative solutions; and recommend or adopt effective courses of action.
- Manage the negotiation and administration of a variety of contracts.
- Prepare draft documents for legal review including Exclusive Negotiating Agreements, Disposition and Development Agreements, Owner Participation Agreements, Purchase and Sale Agreements, Leases and License Agreements, and Professional Services Agreements.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Communicate effectively orally and in writing; prepare complex reports, correspondence, and other written materials.
- Select, supervise, and evaluate staff and provide for their training and professional development.
- Administer a division budget.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain positive relations with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Any combination of education & experience that is equivalent to the following minimum qualifications is acceptable:

Education:

A Bachelor's degree from an accredited college or university with major course work in real estate, economics, business or public administration, or a closely related field. A Master's degree is desirable.

Experience:

Five (5) years of progressively responsible management experience in real property disposition, development, appraisal, acquisition, and management, including a minimum of two (2) years in a supervisory capacity. Public sector and right of way experience are highly desirable.

License or Certificates:

Professional certificates, licenses or accreditation not required. Possession of State of California Real Estate Broker's License, General or Residential appraisal certificate, International Right of Way Association Senior designation, or Certified Property Manager designation is desirable.

COMPENSATION & BENEFITS

The salary for the Deputy Director/Real Estate Management and The salary for the Real Estate Managing Director is dependent upon qualifications, with a range of **\$156,458 to \$192,085** annually. The City offers an attractive benefits package including health, dental, and vision plans, life insurance, paid holidays, vacation, sick and management leave, automobile allowance, and public sector retirement (CalPERS), as well as a voluntary deferred Compensation Plan. More information on City benefits can be found on the City's website via the Human Resources Management Department.

APPLICATION PROCESS

To be Considered, please submit your resume and cover letter electronically, as soon as possible, to remd.oakland@thehawkinscompany.com. Materials received by **November 16, 2018** will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com, Yonnine Hawkins at 323-252-1655, yonnine@thehawkinscompany.com or Bill Hawkins at 213-308-0945, bill@thehawkinscompany.com.

The City of Oakland is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the base of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status.

