



Alameda County General Services Agency

invites you to apply for the position of

REAL ESTATE PROJECTS MANAGER REAL PROPERTY MANAGEMENT DIVISION

A unique opportunity for those interested in contributing to public service in Alameda County.

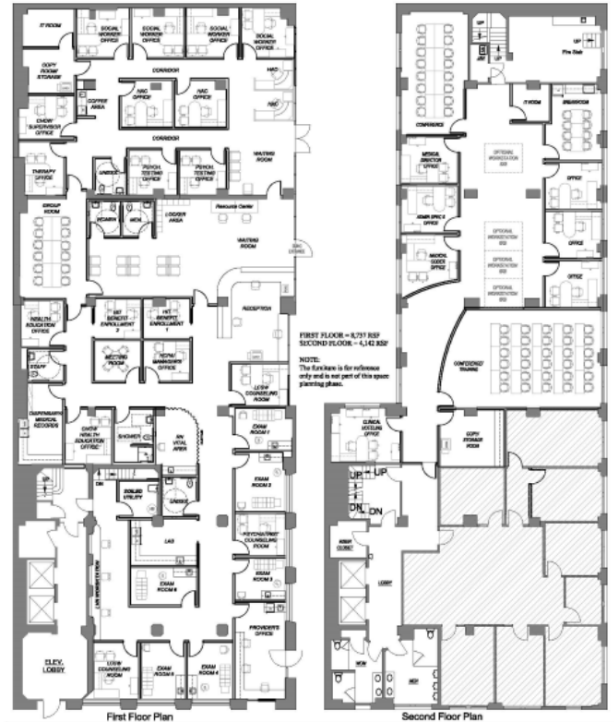
To apply, please complete an **application and supplemental questionnaire on-line** at www.jobaps.com/alameda and please attach a resume.

Applications will be screened according to the qualifications outlined in the Ideal Candidate section of this brochure. The most qualified candidates will be invited to participate in the selection process.

Tentative Selection Schedule:

Last Day to Apply: **August 8, 2016**

Interviews: **August 26, 2016**



ALAMEDA COUNTY

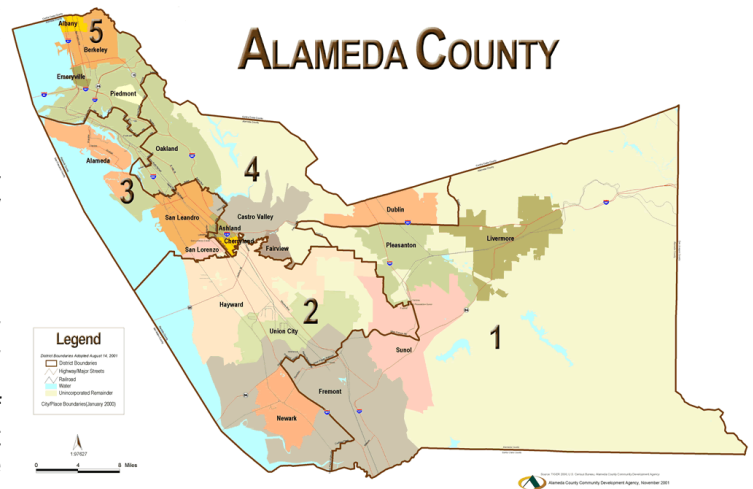
Located on the east side of San Francisco Bay, Alameda County is California's seventh-largest county. The County employs 9,000+ full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

THE AGENCY

The General Services Agency aligns its mission with Alameda County's Strategic Vision to enrich the lives of Alameda County residents through visionary policies and accessible, responsive and effective services. The General Services Agency (GSA) is an Internal Services Agency, but nevertheless enjoys many opportunities for its work to directly serve and benefit both County citizens and the County's 9,000+ employees. County-wide and GSA programs are consistently recognized through national award programs in Sustainability, Energy, and Design and Construction.

Alameda County is a national leader among Counties, fostering and promoting sustainability through education and outreach. Real Property projects in GSA include the acquisition, disposition, project managing and contracts administration of over 1 million square feet of leases and 7 million square feet of owned properties. The increase of services County-wide results in the need for additional workspace and service locations while the Climate Action Plan for the County's operations provides context for more innovative design and construction practices, necessitating tenant improvements re-configurations. Recent representative projects include the purchase of a 200,000 square feet three-building campus property, sale of a 75,000 square foot building and leasing/renewing over 100,000 square feet.

The General Services Agency employs approximately 400 employees in a variety of professional, technical, clerical and maintenance/skilled trade classifications. The agency's approved operating budget for 2016-2017 is over \$143 million along with active and approved capital improvement projects in excess of \$1 billion.



THE POSITION

Incumbents in the position of Real Estate Projects Manager work in the General Services Agency and report to the Facilities Manager in the Real Property Management Division who has overall responsibility for the administration and management of all County leased properties .

Real Estate Projects Managers are assigned individual projects representing the County in property acquisitions and dispositions, space planning services and project management on behalf of client County Departments; property and contracts management; and related financial analysis. They also negotiate and administer lease agreements, ensuring the smooth operation, maintenance and repair of leased facilities; prepare license agreements; and parcelize/subdivide County owned parcels.

A typical project for the client Department needing expansion office space, for example, may include space program data collection to determine the amount of space needed, demographics for the site search selection and process, space planning with a furniture vendor, property owner and its architect, managing the progress of tenant improvements and coordinating staff move. Management of a project from inception to move-in often allows the motivated project manager to find great self-satisfaction in completing each distinct and unique project.

COMPENSATION

The salary range for the Real Estate Projects Manager is from \$79,851.20—\$113,796.80 annually. The County also offers an attractive management benefits program with the following elements: Retirement Plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (7 days), Holidays (11 paid; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.

Minimum Qualifications

For Real Property Management Division:

The equivalent of eight years of full-time paid experience in the leasing, acquisition, management or development of commercial real estate (Possession of a Bachelor's degree from an accredited college or university may be substituted for four years of the required experience.)

Of the required experience at least one year must include financial analysis and one year must include project management of tenant improvements including interior architecture; furniture selection, furniture and communication systems (voice and data) installation management.

Completion of the Alameda County Management Academy "Management and Supervision Certificate Program" may substitute for six (6) months of the required qualifying experience.

License: Valid California Motor Vehicle Operator's license.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

The Ideal Candidate

The ideal Real Estate Projects Manager will possess the following critical attributes:

- A proven and motivated problem-solver with a can-do attitude that drives a good deal and consistently delivers a complete project meeting project requirements
- Must have successful experience in space programming and coordinating landlord-performed tenant improvements, vendor-performed furniture planning and staff moves
- Proficient in the management of multiple projects simultaneously, and effective coordination with multiple County departments
- Effective time management demonstrated by efficient organization, prioritization and scheduling as well as timely completion of assigned duties
- Successful experience in real estate purchases and sales including participation in due diligence research, deal point negotiations, work with legal counsel on contract documents and coordinating landlord-performed tenant improvements, vendor-performed furniture planning and staff moves
- Outstanding negotiation skills as demonstrated by the ability to complete transactions that meet or exceed the goals of the County and client department in a fiscally responsible and timely manner
- Demonstrated ability to timely conduct thorough, logical analysis in recommending a course of action in lease vs buy decisions, project budgeting, process planning, and negotiation strategies/tactics
- Outstanding achievement in the field of commercial/institutional real estate transactions that has included the representation of landlords and tenants. Experience in a public sector environment is a plus. Knowledge of CA Code of Regulations Title 24 is desirable.
- Commitment to outstanding customer service



Lake Merritt, Alameda County

If you have questions regarding this bulletin, please contact:

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Human Resource Services

Alameda County is an Equal Opportunity Employer