



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: REAL ESTATE PROJECT COORDINATOR I - III

DEFINITION: Under direction, assists departmental management with the coordination of a wide variety of real estate, asset management, business improvement district responsibilities and property management services, projects and activities.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Journey level; performs the duties of the classification.
- Grade Level II - Performs the complex duties of the classification.
- Grade Level III - Performs the most complex duties of the classification and is responsible for specialized real estate functions and major projects and programs; Provides lead supervision.

EXAMPLES OF DUTIES:

- Coordinates the management of real estate and property management projects;
- Negotiates and administers lease agreements for facilities;
- Analyzes and interprets detailed appraisals of real property to determine current market or fair rental value in the renegotiation of existing leases;
- Maintains records of negotiated lease rates, project status, and real estate agreements for City property;
- Researches and prepares routine and recurring reports on assigned projects and/or programs on going real estate activities;
- Interacts with the public and analyzes prospective tenant financial qualifications;
- Conducts field inspections of tenancies to ensure the agreed upon lessor-lessee specifications are met;
- Maintains compliance with applicable laws, regulations and regulatory requirements;
- Develops, updates and recommends asset management policies, real estate procedures and leasing guidelines;
- Reviews and evaluates financial data and analyses;
- Responds to real estate inquiries from internal and external sources and investigates and recommend solutions to tenant and public complaints;
- Coordinates the processing, review and recording of legal instruments required for real property acquisition, disposition, management and use;
- Directs external consultants in the completion of specific real estate analyses, studies, and projects;

REAL ESTATE PROJECT COORDINATOR I – III (continued):

- Acts as a liaison, and represent the City to other agencies, internal and external clients, organizations, committees, and officials from other jurisdictions;
- May serve as staff and support various commissions within the City;
- May supervise subordinate personnel;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Finance, Real Estate, or a closely related field AND a minimum of four years of professional experience involving real estate asset management, development, acquisition and sales, leasing and lease administration, and appraisal of commercial, industrial and residential properties in a public agency or corporate environment.

A valid California motor vehicle operator's license is required.

Knowledge of the Brown Act, Subdivision Map Act, California Environmental Quality Act and Robert's Rule of Order is desirable, but not required.

A Master's Degree in one of the preceding fields may be substituted for one-year of the required experience.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

HISTORY:

Class division of specified Development Project Manager and Community Development Analyst positions in the Public Works Department.

Established: 10/01/2013

Approval/Adoption Date: 10/01/2013 - Human Resources
12/18/2013 - Civil Service