



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

July 21, 2021

**TITLE:** Deputy Director, Transit Oriented Development (TOD) & Real Estate Planning

**EMPLOYMENT TYPE:** Exempt (Full-Time)

**DIVISION:** Rail (Caltrain Planning)

**APPLICATION DEADLINE:** **Friday, August 13, 2021**

**PAY RANGE:** \$2,867 – \$4,300 per week (\$149,062 – \$223,592 estimated annual)

**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Deputy Director, Transit Oriented Development (TOD) & Real Estate Planning reports to the Deputy Chief, Caltrain Planning and will be responsible for all activities related to developing and implementing a real estate strategy for the Peninsula Corridor Joint Powers Board (Caltrain).

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and implement a Real Estate and TOD strategy to drive rail station real estate and land use related planning and development decisions in support of the Caltrain Business Plan
- Work with Caltrain planning staff to represent and advocate for Caltrain's interests during local station area planning processes.
- Plan, organize, manage, and coordinate the work of staff and consultants, as well as independent third parties, engaged in pre-development, planning, transactional, project management, and program support work for development on Caltrain-owned sites and in surrounding station areas.
- Manage all aspects of the development process for significant Caltrain-owned developments, including land use planning, obtaining project approvals, identifying and securing development partners, and negotiating and executing development-related agreements and long-term leases of TOD sites.
- Act as liaison with internal and external parties to ensure adherence to Board-authorized policies and procedures.
- Ensure compliance with and enforcement of existing TOD policies and agreements.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## EXAMPLES OF DUTIES:

- Work with senior leadership and other departments to develop a comprehensive strategy for the management and development of Caltrain-owned real estate assets in a manner that supports the long-term policies and goals of the railroad.
- Conduct financial, site planning, and strategic planning analyses to support new and ongoing development projects, including new TOD projects and/or advancing existing real estate projects. Prepare written reports on the viability of development, as well as overall TOD program development and implementation.
- Work with government affairs staff to assess the impact of legislative and policy proposals that may influence development and land use outcomes on or adjacent to Caltrain property.
- Work with planning, public affairs, and finance staff to develop and evaluate potential financing strategies for public-private partnership development projects, including value capture mechanisms and other land-based financing methods.
- Negotiate, develop, prepare, and/or manage all aspects of TOD land use transactions, including land sales, acquisitions, easements, and long-term ground leases. Initiate, prepare, and manage Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for TOD projects, and oversee professional and technical consultant/contractor agreements, work plans, budgets, schedules, and contract performance.

- Plan, organize, and evaluate all aspects of planning, predevelopment, competitive offerings, negotiations, development, construction, and management of TOD projects, including review, evaluation, and approval of architectural, planning, engineering, environmental, financial, and real estate appraisal work product. Lead collaborative efforts with local jurisdictions to obtain appropriate and feasible development entitlements.
- Represent Caltrain by preparing and presenting information on TOD and development projects to citizen advisory boards, community groups, external stakeholders, and members of the public. Prepare and present ordinances, calendar items, resolutions, project status updates, and other legislation to the Board.
- 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:** Works under the general supervision of the Deputy Chief, Caltrain Planning who establishes goals and objectives and evaluates performance.

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

- Bachelor's degree in Public or Business Administration, Finance, Real Estate, Planning, Economics, or a related field.
- Six (6) years of increasingly responsible management experience in real estate project management, including acquisition and planning, development, property management, and/or interagency agreement and financial transaction development.
- Three (3) years in a project lead or supervisory capacity, including management of staff.

**PREFERRED QUALIFICATIONS:**

- Experience in public-private development on public property, especially TOD projects.
- Possession of a valid California drivers' license with a safe driving record.

**SELECTION PROCESSES MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

**BENEFITS:**

For further benefit details please go to: <https://www.smctd.com/jobs.html#benefits>

- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Time Off: Paid Time Off: 26 days per year
- Health and Benefit 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:**

- To apply, please visit the [www.caltrain.com/about/Jobs.html](http://www.caltrain.com/about/Jobs.html). Complete an online employment application and supplemental questionnaire must be completed by Friday, August 13, 2021. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- Caltrain celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.