



JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline (650) 508-6308

September 8, 2023

TITLE: Director, Real Estate & Transit Oriented Development
EMPLOYMENT TYPE: Exempt
DIVISION: Caltrain Planning
APPLICATION DEADLINE: **Sunday, October 1, 2023**
PAY RANGE: \$3171 - \$4756 weekly (\$164,907-\$247,361 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Director of Real Estate and Transit Oriented Development (TOD) reports to the Deputy Chief, Caltrain Planning. This position is responsible for the development and implementation of Real Estate and TOD strategies. Responsibilities also include the acquisition and management of property owned and leased by the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and implement the Real Estate and Transit Oriented Development (TOD) policies and programs for PCJPB (Caltrain).
- Engage with key stakeholders, and shared services staff 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.
- Direct the negotiation and securing of property rights for Caltrain capital projects.
- Responsible for oversight of property needs to support Caltrain capital projects, deliver TOD, and generate revenue to support Caltrain operations, including overseeing shared services real estate services.
- Participate in planning activities related to the development of major rail stations, work with partner agencies on real estate issues of mutual interest, and interface with other areas of the Caltrain Planning Department and other departments related to capital projects, policy, systemwide planning, and other real estate-related matters.
- Direct, plan, and oversee work related to the development of Caltrain special projects involving new business opportunities.
- Direct the leasing and developing of Caltrain properties.
- Oversee the right-of-way program services and certification processes in support of Rail/Caltrain capital project programs.
- Oversee the management of real property data, via GIS and similar systems for Caltrain supported by shared services.
- 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.

EXAMPLE OF DUTIES:

- Direct the management of real property for rail transit operations and capital programs.
- Direct the appraisal and acquisition of real property, relocation of displaced occupants, and utility relocation consistent with state and federal regulation and procedures.
- Direct the negotiation of all business-related terms and conditions associated with joint development and new business opportunities and oversee the drafting and preparation of related contracts.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Oversee survey and GIS services related to Caltrain real property.
- Represent Caltrain by preparing and presenting information on Caltrain real estate and TOD topics 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 Executive Director and Board of Directors.
- Direct all aspects of planning, predevelopment, competitive offerings, negotiations, development, construction, and management of Caltrain TOD projects, including preparation of Requests for Qualifications (RFQs) and 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.
- Act as representative at regulatory, intergovernmental, and private sector meetings. Work closely with community members, neighborhood councils, business, property owners, neighborhood groups and various public/private organizations.
- Manage consultants, review consultant performance and ensure contract compliance.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
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- 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 experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in business administration, public administration, transportation or urban planning, real estate, or related field.
- Seven years of professional experience in managing property development projects or land use planning projects with a property development impact for public use.
- Three years of experience managing or directly supervising professional and technical staff.

PREFERRED QUALIFICATIONS

- Knowledge of real estate development and Federal Transportation Administration Joint Development Program rules and regulations.
- Experience with Transit Oriented Development design and planning principles.
- Knowledge of federal, state, and local rules and regulations as they relate to public right-of- way acquisition.

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year

Paid Time Off: Up to 26 days per year

Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Rail Transportation:	Free transportation on Caltrain for employees.
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> ○ 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 <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, October 1, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). 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.
- SamTrans 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.