

# DIRECTOR, REAL ESTATE MANAGEMENT

Job Code	Pay Grade
13298	SM2a

## Nature of Work

This is a managerial, professional, administrative and supervisory position directing all activities of the Real Estate Management Department. The position requires a combination of strong leadership, customer service, problem solving, and strategic planning, innovative management and skills as well as successful management and implementation of programs and projects in a diverse and complex organization. Work involves responsibility for planning, organizing, directing and coordinating the activities of the Operations, Leasing, Building Design & Construction and Planning divisions. Work is performed under the general supervision of an Assistant County Administrator with considerable independent judgment and initiative exercised in carrying out the daily operations of the department.

## Minimum Qualification Requirements

- 10 years professional experience in the administration and management of large, complex physical plant and/or building complex maintenance and repairs of industrial, commercial, office, and other types of properties/buildings/structures and in the financial management of operations of facilities including real/leased properties that includes 2 years as a manager; or
- Associate's Degree in Engineering or Industrial Engineering, Architecture and/or Building Construction, Public or Business Administration or other related field and 8 years experience as described above; or
- Bachelor's Degree and 6 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference to be given to candidates with advanced real/leased property transactions (real estate) experience.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, coordinates, and exercises general management through subordinate management and supervisory employees engaged in a wide variety of operations and system maintenance activities, planning and property management.
- Plans and directs departmental safety and training programs in coordination with the Risk Management Department.
- Directs the preparation of the operating and capital budgets of department and makes policy, procedural and operational recommendations to the County Administrator or his/her representative.
- Promulgates and maintains necessary department rules, regulations and policies in accordance with County policy and Personnel rules and regulations.
- Negotiates and reviews contracts for providing custodial, grounds, maintenance, security, air quality monitoring and other services to county properties.
- Establishes performance metrics for the department.
- Directs and participates in the selection, placement, promotion, training, development, safety, discipline and appraisal of personnel.
- Coordinates the establishment and maintenance of complete inventory of all owned and leased real property and materials used for maintenance and renovations.
- Coordinates the allocation and leasing of all county owned real property and negotiates leases for property owned by other agencies and leased to Pinellas County.
- Coordinates planning and space management functions to effectively and efficiently meet customer needs and optimize the use of County facilities.

## DIRECTOR, REAL ESTATE MANAGEMENT (continued)

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### Illustrative Tasks (continued)

- Manages the collection of rentals of County owned space.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of best practices, techniques, methods, and procedures of all phases of facility management, planning systems maintenance; leasing administration, and of finance, personnel, business administration, and the ability to apply them.
- Knowledge of current facility planning, facility design and construction procedures and practices.
- Knowledge of the law of real property and of commercial law.
- Knowledge of standard building codes and national fire codes.
- Knowledge of the areas of budgeting, contract administration, real estate, space planning and acquisition, facility/equipment condition assessments, maintenance and repair procedures essential to the upkeep of buildings.
- Knowledge and understanding of the technical challenges associated with facility preservation, deferred maintenance, renovation and new construction.
- Knowledge of Computer Maintenance Management Software (CMMS) and the ability to leverage these systems to enhance effectiveness and utilize the data generated to improve decision making.
- Skill and ability to manage people, finances, and multiple, complex projects.
- Skill in negotiating complex transactions involving property management, space allocation and related areas, including leases, build-to-suit and purchase decisions.
- Ability to apply computer applications and software.
- Ability to project, plan, develop and coordinate major systems maintenance, renewal and replacement schedules.
- Ability to design and implement an emergency response plan for the Department.
- Ability to plan, assign, instruct, review and evaluate work assignments of facility operations services personnel in manner conducive to full performance and high morale.
- Ability to align operational priorities and develop tactical plans in accordance with a Strategic Plan.
- Ability to project and effectively plan future needs of county agencies and departments.
- Ability to communicate effectively with diverse stakeholders at all levels within Pinellas County.
- Ability to provide and demonstrate expertise and comfort in all aspects of communication, especially in terms of listening, writing and public speaking.
- Ability to promote and maintain effective relations with the County Administrator and his department directors, the constitutional officers, county employees, and the general public.
- Ability to prepare and present technical and administrative reports and recommendations clearly and concisely, orally and in writing.
- Ability to plan for and allocate facilities and attendant requirements based on actual need with efficient, effective utilization.
- Ability to read and interpret design documents including; plans, sketches and specifications to determine conformity with regulations.
- Ability to develop complex presentations using Microsoft PowerPoint or similar software.
- Ability to exercise sound independent judgment and tact.
- Ability to provide County Administrator or designee executive level decision recommendation on matters within responsibility.

For official use only

Revised	EEOC Code	Overtime Code
11/08	Officials & Managers	Exempt