

CLASS TITLE: SENIOR REAL ESTATE AND ASSET MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the administration, supervision, and coordination of the management of real property assets for the City of Tulsa's economic development Public Trust Authorities, as well as the acquisition, disposition and leasing thereof; leverages a knowledge of the real estate market and asset performance to develop management strategies for the Authorities' assets, aligning efforts to serve the mission to achieve shared prosperity and racial equity, while supporting the organization's goals related to developing sustainable revenue streams; performs other assigned duties.

ESSENTIAL TASKS:

- Manages and oversees operating and leasing agreements for properties in which Authorities hold an interest for various utilizations including parking, commercial, office, agricultural, recreational, and industrial
- Manages and directs the work of support staff and contract staff, including outside professional firms, in the operation of real estate and assets, overseeing the preparation and administration of contract documents and professional services agreements to ensure alignment of contracts and contract structure with broader Authority and City priorities
- Provides asset and land management, acquisition and disposition services for the City's economic development Authorities, including the development, management, and review of Requests for Proposals related to property development, management, operation, leasing, or disposition
- Coordinates with City Departments and City leadership to analyze real estate and other assets which might be best managed by the Authority, and develops assignment, management, or transfer strategies related thereto
- Oversees municipal parking operations with annual revenues in excess of \$7.5 million, coordinating with contractors to maintain current best practices in operating public parking facilities
- Oversees public improvement, commercial building, and demolition projects, and coordinates with planning projects, overseeing technical specification development
- Develops, maintains, and improves procedures for monitoring contract requirements
- Provides regular tracking and status information reports, and updates on acquisitions, dispositions, leases, and land usage to Authorities, as well as to City departments and committees
- Analyzes development trends and manages planning for annual and long-term maintenance needs for assets to support project and infrastructure development, advising organization and City leadership on strategic approaches to asset and real estate management
- Monitors the validity and functionality of current Authority real property management, acquisition, disposition, and leasing policies and procedures and develops requisite improvements
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with either (a) a bachelor's in a field relevant to the essential tasks of this job description and at least five (5) years of progressively responsible experience, or (b) a master's degree in a field relevant to the essential tasks of this job description and three (3) years of progressively responsible experience in parking operations, real estate, property acquisition/management, land marketing or development, business or public administration, construction management, architectural engineering or related field; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of real estate laws, sales, and purchases; comprehensive knowledge of the principles and practices of contract compliance and monitoring procedures; considerable knowledge of best practices for overseeing the management and operation of multiple asset types, including parking, commercial, office, agricultural,

recreational, and industrial; considerable knowledge of specialized work methods used in the management of various types of contracts, and operating and leasing agreements relating to parking, commercial, office, agricultural, recreational, and industrial; considerable knowledge of the federal grant regulations governing land acquisition for urban renewal and/or transportation projects; and knowledge of parking asset regulations and procedures relating to management of relevant contracts and operations and leasing agreements. Ability to plan, manage and coordinate activities of both internal and external personnel effectively; ability to conduct extensive research into legal real estate documents; ability to communicate effectively, both verbally and in writing; ability to supervise the work of others; ability to establish, revise, and maintain files relating to projects; ability to analyze development trends and effect strategic infrastructure plans to support new development; ability to quickly and effectively prioritize and reprioritize work based upon shifting demands; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; and may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require working evenings and weekends and traveling to attend meetings and visit development/business sites.

Class Code: 1095

EEO Code: E-01

Pay Code: EX-44

Group: Clerical and Administrative

Series: City Development

Effective Date: February 24, 2021