

## EAST BAY REGIONAL PARK DISTRICT

### LAND ACQUISITION MANAGER

#### GENERAL FUNCTION:

Under direction, serves as the manager/supervisor of the unit engaged in purchasing (or otherwise acquiring) parcels and tracts of land designated by the A.G.M. of Land Acquisition for such procurement.

#### ESSENTIAL FUNCTIONS:

This position directs and oversees the work of the purchasing unit to ensure the District's ongoing series of land acquisitions are made in a manner which is efficient, timely, according to plan, and in all ways proper. Works with the public regarding common boundary line issues, easement rights as they affect land and other real property issues; and with department staff in the development of negotiation goals and strategies. Must prioritize projects, including obtaining tenure for capital project construction deadlines. The position provides for:

- 1) On the acquisition of specific parcels:  
Coordination of all tasks necessary to negotiate, process, and close acquisition agreements. Focuses on negotiation of price and contractual terms, and support tasks such as arranging appraisal, surveying, mapping, title search, easement identification, and related tasks through close of escrow.
- 2) On the overall program subsuming all acquisitions in-process:  
Oversight of the full calendar of acquisitions in process so that the status of every parcel is monitored throughout, necessary logging tasks are attended to, and the attendant costs are scrutinized for appropriateness and against budget parameters.
- 3) On the supervision of the operating unit:  
Ongoing supervision of subordinate staff, including scheduling and assigning work, reviewing work product, and the selection and training of new permanent staff. Will also perform similar supervisory responsibilities, which are relative to consultants required by that unit. Such consultants may include attorneys, appraisers, negotiators, and various technical experts, such as engineers, surveyors, geologists, etc.

#### OTHER FUNCTIONS AND DUTIES:

Performs any related tasks necessary to manage the unit or as assigned by the A.G.M. of Land Acquisition.

#### MINIMUM QUALIFICATIONS:

Education: Equivalent to the completion of high school. Must have a bachelor=s degree in a related area such as: business, real estate, finance, etc., or an unrelated degree supplemented by equivalent related course work or training.

AND

Experience: Equivalent to six years experience in one or several related capacities such as: real estate law, real estate finance, land acquisition, acquisition planning, right-of-way work, etc. At least three of the six years should be of professional-level status in this field and include supervision of staff.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Familiarity with condemnation procedures, relocation assistance, appraisal review, preliminary title report review and preparing a scope of work for geotechnical reports and surveys. Knowledge of the California Environmental Quality Act and the National Environmental Protection Act as they may affect the acquisition of real property. Familiarity with the Subdivision Map Act, particularly its relevance to the negotiation and acceptance of parcel dedications. Thorough understanding of real estate law, including an understanding of the interpretation of easements and other encumbrances, which may impact the use of real property. Ability to prioritize work. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: A.G.M. Land Acquisition, Advanced Planning, and Regional Trails

Employment Category: Management, Range MG05

Adopted by Board: August 7, 1990

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