

NCRA PROPERTY SPECIALIST JOB DESCRIPTION

General Overview

The North Coast Railroad Authority is announcing recruitment for the position of Property Specialist. This is an at-will, hourly position that reports directly to the Executive Director or his/her designee.

The position is a part-time position not to exceed \$25,000 per year.

Definition

Under general direction from the Executive Director, the Property Specialist shall:

- Oversee the management of all NCRA real estate.
- Provide lead staff involvement in support of the NCRA Board of Directors Property Committee.
- Recommend fee, lease and easement amounts.
- Oversee property leases, easements, crossing agreements.
- Address and resolve property encroachment issues, including payment enforcement.
- Coordinate activities with local jurisdictional staff, special districts, the freight operator, and NCRA staff.

Distinguishing Characteristics

The Real Estate Property Specialist provides technical support to the Executive Director and administrative staff, and the Board of Directors as required. The position requires a good working knowledge of real estate, including commercial real estate, property management, and general understanding of railroad operations. The position also requires excellent communications and interpersonal skills, an ability to work well with the public and local jurisdictional, special district, state and federal personnel.

This position also requires demonstrated experience in the areas of real estate acquisition (including title assurance, environmental assessments, surveys, mapping and legal description review, contract review and agreement drafting), property management, file maintenance, and program coordination. The Real Estate Property Specialist should have computer skills and a working knowledge of current Windows software, including Excel and Word. The position also requires a current California driver's license and the ability to perform regular on-site monitoring of NCRA's property assets using a personal vehicle.

Specific Duties and Responsibilities

Duties include, but are not limited to, the following:

1. Inventory current agreements, update current lease and license agreements; negotiate new agreements for illegal crossings/encroachments.

2. Oversee NCRA railroad right-of-way and properties and any buildings thereon and the associated leases, easements and encroachments (including license agreements, right of entry permits, survey permits and special event permits).
3. Negotiate and oversee leases, CPI adjustments, insurance requirements, and rental delinquencies.
4. Prepare reports in a timely manner, including Board and Committee staff reports related to agenda items about various real estate matters, inclusive of property and right-of-way issues and correspondence related thereto.
5. Provide necessary responses regarding damage to property and facilities that may be caused by accidents, fires, vandalism, flooding, and clean up related to homeless encampments.
6. Attend and Assist the Executive Director in preparation of Property Committee Meetings, assist NCRA legal counsel, and other agency staff as required to review progress of all project activities related to NCRA real estate.
7. Update and/or creates NCRA policy and procedures related to real estate requirements. Implementation may require action by the NCRA Board of Directors.
8. Coordinate regularly with NCRA's engineering team, legal counsel, and operator on plan reviews, licenses, crossings, permits of entry and encroachments.
9. Provide principal staff support to the NCRA Property Committee.
10. Travel using private vehicle.
11. Other duties as assigned by the Executive Director.

Skills and Qualifications

The successful candidate for the PROPERTY SPECIALIST will have the following qualifications:

- A minimum of 2 years experience in real estate and acquisition activities, preferably related to railroads, transit agency or other public agency.
- Have excellent written and oral communications skills, including the ability to compose well written reports and correspondence and ability to present to public meetings and boards.
- Possess a valid California Driver's License.

Benefits

The Real Estate Property Specialist position is considered a part-time, at-will employee of NCRA. As such, the Property Specialist is not entitled to benefits.

Hiring Process

Final 03/01/12

Position is open until filled. Resumes should be submitted to the attention of Heather Lindsteadt, Executive Assistant via mail or email at ncra.heather@sbcglobal.net. The NCRA is committed to a policy and actively pursues a program of equal employment and non-discrimination. Following a review and ranking of all submittals, interviews will be conducted with those submitting qualified applications.