

Attachment B

Real Property Manager Job Description

REAL PROPERTY MANAGER

DEFINITION: Under general direction, to plan, organize, and manage the activities and operations of the City's real property asset management program, including oversight of assigned staff, vendors, consultants, and resources; to manage the day-to-day operations of the City's real estate portfolio to maximize public benefit and revenue, minimize operational costs and risk, and ensure compliance with contractual obligations and applicable federal, state, and local laws and regulations; to provide technical real estate expertise to City departments, serve as a liaison between internal departments and external stakeholders related to City-owned properties, and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is a management-level classification responsible for administering the City's real property and asset management activities and operations. Incumbents independently perform the full scope of property management and program coordination duties and are expected to exercise substantial independence, initiative, decision making authority, and professional judgment within established policies and guidelines.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the City Manager or designee. Exercises direct supervision over assigned professional, technical, and administrative support staff.

ESSENTIAL DUTIES: The following essential duties are typical for this classification. Incumbents may not perform all the listed duties and may be required to perform additional or different assignments from those below to address business needs and changing business practices:

- Plans, organizes, and oversees the day-to-day operational management of real estate assets, including rent collection, site inspections, property repairs, and maintenance scheduling;
- Administers and monitors lease agreements for income-producing properties, ensuring compliance with terms and conditions and adherence to maintenance programs that protect long-term economic viability;
- Negotiates and manages complex citywide real estate transactions, including acquisitions, dispositions, exclusive negotiating agreements, development and lease agreements, license agreements, and permits;
- Serves as the primary liaison with tenants and stakeholders to address inquiries, investigate and resolve complex or sensitive issues, and maintain positive working relationships;

- Plans, organizes, selects, and supervises the work of assigned staff; coaches, motivates, monitors, corrects and evaluates staff performance; recommends, implements, and provides staff training programs; recommends employee recognition, discipline, and termination; ensures that City personnel policy and employee agreements are implemented and applied consistently;
- Develops, implements, and administers asset and property management plans, policies, and procedures in alignment with the City's long-term facility and financial goals;
- Oversees outside vendors and consultants in the solicitation and production of technical reports and real property analyses;
- Secures, reviews, and interprets property records, title reports, and related documents to determine ownership interests, encumbrances, and property rights associated with City-owned or acquired properties;
- Conducts market research to determine property values and identify opportunities for revenue optimization;
- Monitors, collects, and audits revenue streams from third-party property use to ensure compliance with agreement terms and market-rate standards;
- Conducts appraisals of properties and reviews independent appraisals to determine market value;
- Develops revenue projections for budget planning; negotiates fair market rates; monitors and adjusts lease agreements and manages consultant budgets;
- Identifies and evaluates opportunities to expand the portfolio of income-producing and agency use properties;
- Collaborates with internal departments and external consultants to optimize asset performance; leads cross-functional coordination with legal, finance, and external agencies;
- Administers consultant contracts for property management, appraisals, relocation services, legal descriptions, and related activities;
- Maintains internal controls related to billing, appraisals, contract compliance, and agreement administration;
- Prepares and presents reports to Boards, Commissions, and City Council; attends related meetings and subcommittee sessions as required;

- Represents the City in property litigation and recommends settlement terms to departments and officials;
- Prepares and directs the preparation of a variety of complex analytical, statistical, and narrative records, reports, and correspondence; and
- Perform related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below represent the knowledge, skill, and ability required.

Knowledge of:

Principles and practices of real property law; municipal real estate contracts, permitting processes, negotiations, and transactions; asset and property management of City-owned and income-producing properties, including appraisals, lease administration, tenant relations, and oversight of consultants and vendors;

Principles and practices of real property marketing, and acquisition and disposition of properties;

Principles and practices of employee supervision, training, and performance evaluations;

Methods of financial analysis, market research, and property valuation to support budgeting, revenue projections, and management of City real estate assets;

Municipal budgeting and financial planning as related to real property operations and asset performance;

Applicable federal, state, and local laws, regulations, codes, and City policies governing municipal property management, leases, permitting, land use, and revenue compliance;

Principles and techniques of record keeping, reporting, and data analysis to support real estate operations, financial monitoring, and decision-making;

Fundamentals of maintenance planning, scheduling, oversight for City-owned, leased, and income-producing properties; and

Principles of effective written and oral communication, including grammar, spelling, punctuation, vocabulary, and preparation of reports and correspondence.

Ability to:

Plan, organize, and manage large portfolio of real estate assets and complex projects, including acquisitions, dispositions, leases, and property management operations, to meet operational goals and deadlines;

Interpret and apply lease agreements, contracts, permits, policies, procedures, and applicable federal, state, and local regulatory requirements;

Analyze financial data, market trends, appraisals, and valuation reports to support sound real estate, and revenue decision-making;

Prepare comprehensive reports and maintain accurate records to support operational oversight, internal controls, and presentations to Boards, Commissions, City Council, and other stakeholders;

Select, mentor, train, and evaluate staff; establish performance expectations; implement corrective or disciplinary actions in accordance with City policies; and provide oversight of consultants and vendors as appropriate;

Effectively represent the City in meetings and negotiations with tenants, consultants, governmental agencies, developers, community groups, various businesses, residents, and individuals;

Participate in the preparation, management, and monitoring of assigned budgets, including revenue projections, consultant contracts, and operating expenses;

Effectively handle sensitive, confidential information and situations by demonstrating tact, diplomacy, prudence, and independent judgment;

Provide professional leadership and direction to staff, consultants, and cross-functional teams to achieve City real estate and asset management objectives;

Evaluate alternatives, make informed recommendations, and manage research and analytical projects related to real estate assets, and contracts within scope, cost, and to meet timelines;

Operate modern office equipment and specialized software applications;

Communicate clearly and concisely, both orally and in writing;

Regularly and predictably attend work;

Engage in face-to-face meetings;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted during work.

This position may be required to work outside of normal work schedule as needed.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

EXPERIENCE, EDUCATION AND LICENSE &/OR CERTIFICATE: A combination of experience and education which would likely provide the required knowledge and abilities to qualify. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of professional experience in real property development and/or redevelopment, economic development, acquisitions/dispositions, leasing, property management, and complex administration experience in real estate management, including two years of supervisory experience. Public sector property management experience is preferred.

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, finance, real estate, or a related field.

License(s): Due to the performance of field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

Certificate(s): Possession of, or ability to obtain, a California Brokers license and a valid certification as a Notary Public.

Disaster Service Worker: In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Employee Group: Key & Management Compensation Plan
FLSA Designation: Exempt
Department: Community Development
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