JOB OPENING ANNOUNCEMENT

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA  94070-1306

Apply On-line at www.smctd.com/jobs.html
Employment Hotline 650-508-6308

January 3, 2020

TITLE: Assistant Real Estate Officer
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Planning and Development
APPLICATION DEADLINE: Friday, January 24, 2020
PAY RANGE: $28.88 – $44.95 per hour ($60,049 – $93,495 per year)
WORK LOCATION: San Carlos, CA
WORK SCHEDULE: Full-Time

JOB SUMMARY: The Assistant Real Estate Officer will report to the Real Estate Administrator and will be responsible for supporting property management, property acquisition and capital project real estate functions for the San Mateo County Transit District (SamTrans), and the Peninsula Corridor Joint Powers Board (Caltrain), and San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assist with the administration of License Agreements, Rights of Entry Permits and Encroachment Permits to all 3rd parties requesting access to the operating right of way.
- Assist with the administration of standard lease agreements and ensure tenant compliance with lease terms.
- Assist with independent negotiations for less complex or lower valued properties.
- Work with 3rd Party Engineering, Risk Management, Legal and Rail Operations to resolve all 3rd Party property access issues in a timely manner.
- Coordinate with the SamTrans Facilities Department on all central office service and repair requests.
- Research, track and verify that taxes and assessments are correct and paid in a timely manner.

EXAMPLES OF DUTIES:

- Prepare real property agreements for review and approval by the Real Estate Administrator.
- Assist in the enforcement of lease compliance, including rental payments/adjustments, insurance and terminations; preforms lessee communications and negotiations on non-complex property matters.
- Prepares Possessory Interest Reports for San Francisco, San Mateo and Santa Clara Counties, as required.
- Prepare Procurement Requests, Purchase Order Receipts and Check Requests for the Real Estate Department.
- Monitor all escrow and title services required for agency, including but not limited to, ordering title reports, tracking opened escrows, managing contracts with title and escrow providers.
- Perform all job duties and responsibilities in a safe manner to protect one’s self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Real Estate Administrator, who establishes goals and objectives and evaluates performance.
MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor’s degree in Business, Economics, Finance, or closely related field
- Six months of administrative support experience.

PREFERRED QUALIFICATIONS:

- Real Estate or Property Management administrative support experience in a Public Agency is desirable.
- Must have effective communication skills.
- Valid California Driver’s License with a safe driving record required.

SELECTION PROCESS MAY INCLUDE:

- Applications will be screened for completeness and minimum qualifications
- Written and/or skills assessment examination
- Finalists will be interviewed by a screening and selection panel
- Must pass background investigation including medical evaluation

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

| Holidays: | Seven paid holidays, plus up to five floating holidays per year |
| Time Off: | Paid Time Off: Up to 21 days per year |
| Cafeteria Plans: | Medical, dental, vision care, group life insurance and more |
| Transportation: | Free Bus Transportation for employees and qualified dependents |
| Pension: | Social Security and California Public Employees Retirement Systems (CalPERS) |
- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply 24 hours a day through our online application system at www.smctd.com/jobs.html or complete a SamTrans Employment Application per instructions printed on the application. You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline.
- You may call (650) 508-6308 to verify your online or paper application has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650) 508-6308.

SamTrans is an Equal Opportunity Employer.