

CLASS SPECIFICATION
REAL ESTATE PORTFOLIO MANAGER

PAY GRADE: 60
CLASS CODE: 30003701
EFFECTIVE: June 3, 2022

CLASSIFICATION SUMMARY

Reports to a Manager II or other management or other executive-level position. Under minimal direction, responsible for long-range real estate portfolio planning for facilities used by multiple bureaus.

Responsibilities include: managing a team of facility planning and real estate professionals; making recommendations to executive management and Council including refurbishment, recapitalization, divestment, acquisition, and leasing for existing properties; cultivating and sustaining strategic partnerships with internal and external stakeholders; planning workflow, methods, and standards of acceptable work; providing staff with leadership, direction, and support; exercising significant discretion in ensuring the City's facilities portfolio is safe, cost-effective, and well-managed. Responsibilities are moderately broad in scope, allow for significant discretion in carrying out the mission and goals of the organizational unit, and are evaluated in terms of overall program and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Real Estate Portfolio Manager is a distinct management-level classification that provides long-range real estate portfolio planning.

Real Estate Portfolio Manager is distinguished from the Manager series in that the former is responsible for long-range real estate portfolio planning and requires specialized experience in complex real estate strategies.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Recommend real estate investment strategies to leadership, including facility disposition and acquisition, and the pursuit of external funding.
2. Oversee the development of facility condition assessments, facility risk assessment, and building-level major maintenance plans; bureau- and building-level space use plans.
3. Represent the Bureau/Office in conducting presentations at public meetings, community outreach, providing support to City Council, and responding to sensitive citizen and media questions, feedback, and requests for information.
4. Prepare or lead the preparation of strategic plans and annual work plans; develop, implement, improve, and evaluate programs, projects, workflow, methods, and work products in accordance with Bureau/Office plans, budgets, and policies; perform various specialized financial, revenue, budgetary, and/or management studies and analyses.

5. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
6. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on unit and to ensure compliance.
7. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
8. Direct the development and implementation of unit standards; initiate changes and updates to code, policy, and regulations related to the unit.
9. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
10. Collaborate with facility-owning bureaus at the City on topics such as facility condition standards and monitoring, facility risk assessments, space type and square footage planning, short- and long-range capital planning, fund development, and out-leasing.
11. Pursue sources of external funding including bonds, grants, and real estate partnerships.
12. Participate in select departmental, divisional, and citywide initiatives to provide real estate investment and capital funding expertise to non-technical groups.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal direction and oversight by a Manager III, Director, or other executive-level position.

Directly supervises a minimum of four (4) employees. May indirectly supervise staff assigned to subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
2. Thorough understanding of municipal budgeting principles and practices and the municipal funding environment.
3. Knowledge of principals, practices, and methods of change management and the social, political, intergovernmental, and operational issues influencing Bureau/Office operations.
4. Ability to develop logical, transparent, and replicable business case and portfolio management methodologies.
5. Ability to build viable, long-range strategic funding plans that satisfy complex requirements.
6. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
9. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
10. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
11. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, real estate finance, or related field.

AND

Experience: Ten (10) years of experience developing and executing complex real estate strategies, ideally within the municipal real estate industry, including supervisory experience.

Preferred Qualifications:

Oregon real estate broker license

Advanced degree in business administration, public administration, or real estate finance.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: