

**Position Description**

<b>Position Title:</b>	Chief Real Estate Officer	<b>Department:</b>	Real Estate
<b>Reports to:</b>	Deputy Executive Director/Chief Operating Officer	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Date Created:</b>	06/04/2024
<b>Representation Status:</b>	Unrepresented	<b>Date Revised:</b>	

**Summary**

The primary purpose of this position is to oversee all programs and activities of the Santa Clara County Housing Authority (SCCHA) Real Estate Development Department and provide highly complex, strategic, and executive management support to the Executive Director and Deputy Executive Director/Chief Operating Officer in executing the long-term vision for the Agency under the direction of the Board of Commissioners. The Chief Real Estate Officer is responsible for leading all real estate activities, including development, asset management and any property management teams. The Chief Real Estate Officer is also responsible for implementing strategic priorities and goals to facilitate growth in its real estate portfolio by creating capacity for innovative development projects, redeveloping existing properties, acquiring existing affordable housing properties, and pursuing new affordable housing property acquisition and development opportunities. This position is expected to identify and assess potential development projects, oversee design and construction, and oversee consultants, including design, construction, legal and financing experts. This position serves as a trusted advisor and steward of a large public property portfolio and oversees the complex and varied activities of the Real Estate Department requiring knowledge of public policy, Agency functions and activities, and the ability to develop, oversee, and lead teams through subordinate senior management staff.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Directly, or through subordinate directors and senior managers, oversee acquisition, development, rehabilitation, and redevelopment opportunities to grow and manage assets of a large affordable housing portfolio in Santa Clara County, producing attractive, financially self-supporting properties that serve the SCCHA mission.
- Oversee teams responsible for the real estate development process from site selection and acquisition, securing land use and entitlement approvals, securing permits, completing construction documents, overseeing construction/rehabilitation projects, and completing lease up and permanent loan conversion.
- Oversee teams involved in monitoring and performing complex financial performance reviews and analysis, asset planning, year 15 buy-outs; ensures the execution of the capital needs assessment programs; and provides leadership in the review, recommendation and implementation of financing structures for the affordable housing portfolio managed by the Agency and its affiliates.
- Oversee property management functions, both outsourced and internal, if applicable. Develops property management strategies that result in high performing properties, including financial results and physical assets. Oversee the development of high standards of customer services for residents of properties and collaborate with other departments to ensure residents at properties have services available to support goals.
- Ensures the Department creates and maintains comprehensive project schedules and checklists

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with milestones for entitlements, financing, permitting and construction. Ensures real estate and asset management teams are meeting deadlines and goals, fulfilling reporting requirements and providing updates to Executives, Board of Commissioners and other internal and external stakeholders.

- Participates on the Executive Management team and leads implementation of strategic priorities including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assisting in identifying new opportunities for affordable housing portfolio growth in Santa Clara County.
- Make public presentations, leverage financial, political and community support for projects. Coordinate stakeholder input, resident, and neighborhood engagement to secure support and maintain SCCHA's reputation as a good neighbor.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work including with peers, contractors, funders (equity and debt), regulatory entities, community leaders and other government partners.

## QUALIFICATIONS

### Education and/or Experience

*Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:*

A bachelor's degree from an accredited college or university with major coursework in urban planning, business or public administration, real estate, finance, or a closely related field, and seven (7) years of increasingly responsible experience as an executive or senior manager leading high performing teams engaged in affordable housing and real estate development and financing, and real property rehabilitation and acquisition projects, including five (5) years in a supervisory capacity. Master's Degree preferred.

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Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

### Core Competencies

*This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:*

**Advancing Inclusivity and Leveraging Diversity:** Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

**Commitment:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

**Customer/Client Service:** Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

**Effective Communication:** Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

**Initiative:** Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

**Integrity:** Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

**Job Knowledge and Skill:** Exhibits requisite knowledge, skills, and abilities to perform the position effectively including: preparing, managing, and tracking a large affordable housing portfolio and a highly sophisticated budget; advanced knowledge of affordable housing finance opportunities, including federal, state and local housing funding sources; knowledge of regulations, principles, practices, methods, and procedure of LIHTC, tax exempt bond, Housing and Urban Development (HUD), and other affordable housing funding programs; capacity to analyze, manipulate and develop complex financial models; ability to lead housing development and asset management projects and initiatives; working knowledge of architectural plans, mechanical and building systems, rehabilitation and infill, new-construction and multi-family construction, construction costs and site plans; and policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position. Uses appropriate judgment & decision making in accordance with level of responsibility; and researches and reports on various topics using broad range of methods, techniques, and procedures.

**Judgement & Decision Making:** Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

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**Responsiveness and Accountability:** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

**Strategic Capability and Leadership:** Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.

**Supervising and Managing Team Success:** Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

**Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

**Technical Skills:** Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

### **Work Environment/Physical Demands**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees also may intermittently work in the field while visiting property and construction sites, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Less frequently, field work requires the mobility to walk long distances, traverse uneven, hilly terrain, and stairs. Requires the ability to operate a motor vehicle to visit various Agency development and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.



**Position Description**

**Read and Acknowledged**

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**Employee Signature**

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**Date**

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**Employee Name [printed]**