



Title: Real Estate Development Project Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Real Estate Development Officer.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in real estate development, economic development, business administration, or a directly related field is required.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.

Experience: A minimum of five (5) years of progressively responsible experience in managing real estate development projects.

- **Licenses/Certifications/Special Requirements:** None

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting, as well as a private real estate development firm.

JOB SUMMARY

The purpose of this position is to manage, plan, organize, review and evaluate real estate development projects, real estate development-related agreements, including development agreements, ground leases, license agreements, easement agreements and tasks related to implementing real estate and redevelopment opportunities from inception to completion. This is accomplished by identifying project requirements, preparing project budgets, developing implementation schedules, monitoring progress, managing resources, resolving issues, managing associated activities, assisting the Real Estate Development Officer with real estate development projects, which includes attending project team meetings, and managing third party contracts to assist in project development and ensuring documentation is completed. Identify needs, estimate acquisition costs through third-party property appraisals, contact property owners, coordinate with city departments, third party consultants, and outside agencies as appropriate, and manage consultant work by developing scopes of work, manage timelines for completion, review work submitted, process invoice payments, and other duties as needed. Other duties may include completing related tasks as assigned.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Coordinates, evaluates, manages and implements real estate development projects that support the economic development and real estate initiatives of the City. Analyzes and solicits development proposals from private development companies. Acts as liaison with high visibility customers and projects. Prepares project budgets, implementation schedules, agreement-monitoring reports and other tasks. Executes agreements.
2	Organizes and attends project team meetings and workshops. Schedules meetings, conference calls and progress reports. Coordinates with various city departments, development team members, citizen and special interest groups, and third party consultants. Prepares written reports, presentations, RFP's, and analysis.
3	Prepares detailed meeting notes and maintains project files, which include agreements, council communications, and other correspondence associated with each project. Has a clear understanding of key real estate principles, including aspects of real estate contract law such as purchase and sale agreements, ground leases, commercial leases, license agreements, development agreements, exclusive negotiating agreements, memorandums of understanding, confidentiality agreements, easement agreements, operating grant agreements, development proposals, and requests for proposals.
4	Completes financial and economic analysis, evaluates projects fiscal and economic impact analysis, provides input on the annual budget relative to project funding needs and monitors budget of projects. Manages third party contracts to assist with project development, including appraisals, technical/environmental studies, financial studies and market analysis. Manages project budgets and approve invoices for processing.



City of Peoria

HUMAN RESOURCES

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Performs property acquisitions and management whether by purchase, lease, or legal process; supervises the research and preparation of legal descriptions; requests and reviews property appraisals; and negotiates acceptable prices with property owners. Oversees the selection of consultants required in the acquisition process. Chooses appropriate qualified consultants, including title companies, appraisers, environmental consultants, etc.

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Manages the implementation of selected projects through the review and approval process. Interprets zoning codes and advises individuals and project representatives on the process or other actions requiring City reviews. Works in conjunction with the Planning Department to read and interpret site plans, building elevations, landscaping plans, and legal descriptions for accurate representation on zoning maps. Comprehends and makes inferences from written materials such as reports, appraisals, land and title reports, and building cost estimates in order to understand project proposals, establish work schedules, and negotiate agreements.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software. Vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.