



PROPERTY MANAGER

The Position:

Under the direction of the Facility Director, the Property Manager manages and leases the Transbay Joint Powers Authority's (TJPA) retail and commercial properties; manages and coordinates efforts to promote and serve TJPA tenants; administer leases and other tenancy agreements; conducts market research and real estate appraisal theory analysis to ensure the maximum economic utilization of TJPA lands and properties.

Essential Duties include but not limited to:

- Administers and oversees public offerings of TJPA properties through the established leasing process.
- Negotiates, oversees, and enforces the administration of complex lease agreements (rent collection and ensuring tenant compliance with lease terms) within the parameters of market conditions, TJPA policy and legal review.
- Drafts leases, rental agreements, license agreements, and other documents in conformance with established policies and practices.
- Oversees, develops and maintains extensive knowledge of industry trends, both commercial property and transit-related industries, by tracking the market rental rates, vacancy rates and prevailing lease terms and conditions.
- Plans, directs and manages customer service activities to establish and maintain cooperative relationships with TJPA tenants.
- Responds to and evaluates requests from tenants for repairs, improvements and modifications to existing leases.
- Maintains accurate property management records by writing lease abstracts to document highlights of leases for the TJPA's file and drafting reports, documenting events, occurrences, agreements, and understandings in regard to tenant issues.
- Interfaces and represents the TJPA in a professional manner with various public agencies, citizens' groups, business organizations and tenants in discussing operational, planning and public policy issues.
- Prepares leasing/contracting documents and other documents necessary, including staff reports, resolutions and presentations for TJPA Board.
- Other duties as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in business administration, public administration, or a related field; or commensurate experience with property management; or an equivalent combination of education, training, and experience.
- Five (5) years of experience in commercial/retail real estate property/asset management which must have included negotiating, drafting, interpreting and administering

commercial/retail leases and other rental agreements, overseeing property maintenance, resolving problems between tenants and landlords, preparing original reports and correspondence, and dealing directly with the public.

- Experience in a public agency is strongly preferred.

Knowledge, Skills, and Abilities:

- Knowledge of complex lease negotiations and lease administration, property/asset management procedures, and sales and marketing principles.
- Ability to analyze economic feasibility of proposed property uses, problem-solve, maintain cooperative business relationships, and communicate effectively both orally and in writing.
- Commonly used software for spreadsheets, word processing, and presentations at an advanced level of proficiency.
- Effective written and oral communication skills.
- Take initiative, reason logically, and be creative in developing and introducing new ideas.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Prepare and present clear and concise correspondence and reports.

To be successful as an employee of the TJPA you will also:

- Have a passion for our mission
- Be an innovative and creative thinker
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic
- Work well independently as well as part of a team
- Thrive in a fast-paced environment

Compensation

Salary is negotiable dependent upon qualifications and experience. The pay range for this position is \$135,200.00 - \$205,920.00. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

Application Process

Send a cover letter and resume by January 10, 2025 via e-mail to Nila Gonzales, ngonzales@tjpa.org, or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

Equal Employment Opportunity

The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at www.tjpa.org