



EXTERNAL JOB POSTING

Job Title: **Senior Development Specialist – Real Estate & Development Services**
Biweekly Salary: **\$4,391 Bi-Weekly - \$114,166 Yearly (Step 1) - \$5,337 Bi-Weekly - \$138,762 Yearly (Step 5)**
Final Filing Date: **June 8, 2018 COB**

The San Francisco Office of Community Investment & Infrastructure (OCII) is seeking an experienced Senior Development Specialist in its Real Estate and Development Services Division. The Division is charged with (1) the management of all of OCII's assets and (2) providing real estate and development services for infrastructure and vertical development in Transbay, Mission Bay, Hunters Point Shipyard/Candlestick Point and other project areas. The Division structures complex property transactions and oversees the due diligence process, including the negotiation and management of development agreements and other transactional documents, overall project management, and acquisition and disposition services.

JOB DESCRIPTION SUMMARY:

The Senior Development Specialist is responsible for handling a range of duties associated with OCII's real estate portfolio and development obligations. Primary duties and tasks include negotiating and drafting transactional documents related to property sales, transfers, leases and acquisitions, title and escrow work, property and lease management, loan administration, undertaking real estate research, and making written and oral presentations to public bodies and other entities. A strong candidate would have a solid track record in real estate transactions, asset management, project management, real estate economics, title and escrow matters, and writing and public speaking. The Senior Development Specialist reports to the Development Services Manager.

JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Participate in the creation and negotiation of real estate transactional documents related to the acquisition and disposition of property pursuant to OCII's projects in Mission Bay, Transbay, and Hunters Point Shipyard/Candlestick Point; shepherd these transactional documents through the public approvals process;
- Provide real estate services in project areas to implement master development agreements, including structuring and preparation of real estate documents as needed, such as assignment and assumption agreements, estoppels, lease amendments, permits to enter, deeds, declarations of site restrictions, licenses, easements, and certificates of completion;
- Manage the title and escrow process associated with property dispositions and acquisitions; interface with title companies; write clear and accurate escrow instructions; resolve title issues; conduct title research; ensure timely and accurate escrow closings;
- Manage OCII's real estate assets, including operational and capital budget forecasting; manage property management contracts; resolve property management issues; manage complex leases and operating agreements;
- Manage existing tenant improvement loans and ensure compliance with loan provisions; negotiate amendments as needed with borrowers; perform loan amortizations that incorporate all terms of the loan agreements; track loan payments and appropriately account for interest;

- Analyze project proformas prepared by developers and outside consultants as needed; manage contracts with outside real estate economists; direct outside real estate economists to perform financial analyses; provide peer review of these analyses;
- Participate on selection panels to select developers for certain publicly owned sites; evaluate developer proposals for financial feasibility, compliance with zoning requirements and OCII policies, architectural quality, urban design quality, and other selection criteria;
- Prepare clear and detailed staff reports for public consumption under tight timeframes;
- Prepare and make clear and compelling presentations to community groups and public bodies, such as OCII's Commission and its Oversight Board; make similar presentations before the Board of Supervisors of the City and County of San Francisco and other public bodies;
- Maintain organized and accurate real estate records and appropriately account for all original real estate transactional documents;
- Interface in a professional manner with OCII colleagues, City staff, outside parties, and community stakeholders; and
- Perform related duties as required.

MINIMUM QUALIFICATIONS:

Minimum qualifications include a bachelor's degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field and eight years of professional work experience in real estate, development and project management. Experience with the real estate transactions is preferable.

The possession of a master's degree can be substituted for up to two years of required experience.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED, FAXED OR MAILED TO:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line

FAX: 415-749-2502

MAIL: **Office of Community Investment and Infrastructure**
Human Resources Department – Attn: April Ward;
1 South Van Ness Avenue – 5th Floor
San Francisco, CA 94103

Failure to submit all requested materials by the deadline will result in rejection of the application.