



SEGERSTROM CONCERT HALL

**COSTA MESA,**  
*California*

# REAL PROPERTY MANAGER

RECRUITING SERVICES PROVIDED BY **BH**  
Bob Hall & Associates

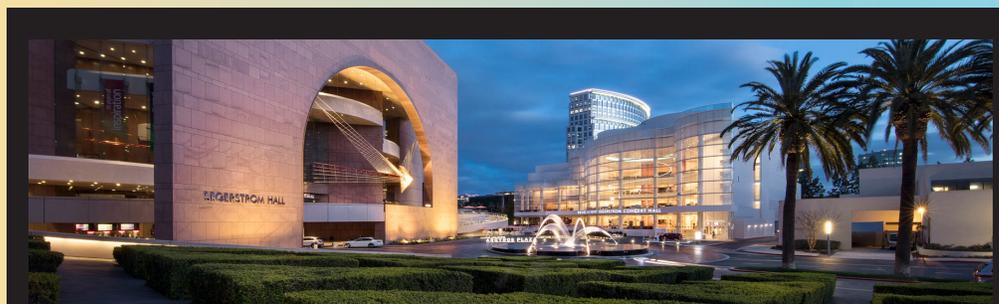
# “THE CITY OF THE ARTS”

Located in the heart of Orange County, Costa Mesa is often referred to as “The City of the Arts and Culture.” The City also hosts and is the epicenter of actions sports industry as the birthplace for VANS, Volcom, RVCA, and others, a title befitting its world-class cultural venues.

With a population of nearly 114,000, residents enjoy the benefits of beautiful neighborhoods, wonderful schools, ideal weather, and recreational opportunities. Vanguard University and Orange Coast College support a college student population within the community. Seasonal activities and special events help create the small-town feel treasured by Costa Mesa residents. The Scarecrow and Pumpkin Festival, Concerts in the Park, World Class Fair, and Snoopy House are examples of opportunities for family fun and community camaraderie. The festivals include a parade, train rides, pumpkin patch, face painting, and, of course, fire trucks.

Visitors and residents alike appreciate the close proximity to freeways, beaches, major airports, and popular tourist attractions while still enjoying peaceful surroundings. Within its 16.8 square miles, Costa Mesa offers unlimited recreational possibilities, including an iconic skatepark, two pristine golf courses and over 32 neighborhood and community parks. Fairview Park, a 209-acre natural habitat and wetlands, is considered a popular hidden regional jewel and perfect place for leisurely walks, biking, hiking, and jogging along its inviting trails. Costa Mesa also serves as home to some of the finest restaurants anywhere. The South Coast Plaza offers world-class shopping and is considered one of the highest volume of sales producers in the nation. Costa Mesa also serves as host to the iconic Orange County Fair that attracts over a million visitors every year.

The Costa Mesa Theater District is home to the Segerstrom Center for the Arts and its four performance halls, studio performance space and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, and the 1.6-acre Noguchi Sculpture Gardens. In addition, the Costa Mesa Playhouse is a popular venue within the City and is complimented by an array of art galleries.



## CITY GOVERNMENT

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at large. The City Council appoints the City Manager.

Costa Mesa is a full-service city supported by approximately 451 full-time staff and a FY 2021-22 operating budget of \$145.8 million. The Annual Capital Improvement Program for FY 2021-22 is approximately \$13.8 million.



## DUTIES

- Administer, analyze, and process requests to acquire, lease, abandon, or sell real property for the City; prepare and provide recommendations and proposals for the acquisition, lease, disposal, and sale of real property.
- Prepares variety of contracts involving the valuation and sale or exchange of real property, property management and lease agreements including, but not limited to, City's lease revenue generating agreements with private operators, cell side least agreements and joint use and development fees agreement with the school district.
- Coordinates, reviews and evaluates work of third party contractors, including appraisers, market analysis and title companies.
- Develop, oversee, and maintain a computerized real property database; provide real estate information and reports to management and staff; coordinate various project requirements with staff.
- Evaluates property appraisal, feasibility analysis and land reuse appraisals submitted by contractors and makes recommendations on acceptance or rejection of reports.
- Monitor and assist in the relocation of businesses, tenants, and property owners affected by the acquisition of property for City projects.
- Secures, examines and interprets property records and title reports.
- Assists in and maintains confidentiality in negotiations with property owners, developers, financial representatives and others for the acquisition, disposition and development of properties for all City purposes.
- Coordinates with and provides asset management information/assistance to other departments.
- Prepares City meeting agenda items and documentation pertaining to real estate relocation, property disposition, and development matters.
- Provide information to the public and answer questions regarding City-owned real property and related City policies and procedures.
- Coordinates with departments to prepare annual budget estimates for real estate activities and properties.
- Prepares comprehensive technical reports concerning real property activities.

## THE POSITION

Under general direction, plans, organizes, coordinates and administers the City's real estate interests and assets including, but not limited to, real property, facilities, equipment, and citywide infrastructure.

An incumbent in this one-position classification exercises a considerable degree of independence, judgment and discretion in preparing, coordinating and monitoring City assets and acquisitions. This position reports to the City Manager and Assistant City Manager.

## QUALIFICATIONS

**EXPERIENCE:** Three (3) years of progressively responsible experience in the management of public sector real property including appraisal and negotiation for acquisition, rental and sale of real property, and right-of way work. Experience in economic development project management desirable.

**EDUCATION:** A Bachelor's degree from an accredited college or university in Public or Business Administration, Economics or other directly related field.

## IDEAL CANDIDATE

The ideal candidate will be a true leader with the vision of a strategic thinker and the expertise and enthusiasm to be involved in the day-to-day workings of the office. The Real Property Manager will be responsible for a variety of activities focused on the acquisition, leasing and disposition of real property.

The ideal candidate will have knowledge of advanced principles, practices and techniques applicable to real estate acquisition, sale, leasing and real property management. The ideal candidate will be a technical advisor with expertise involving easements, drainage, rights-of-way, the ability to manage multiple leases and multiple projects simultaneously. The Real Property Manager will be a strategic negotiator with experience negotiating acquisitions of a wide range of properties, leases with large commercial property management companies and small property owners.



## APPLICATION AND SELECTION PROCESS



**First Review Date | Friday, February 10, 2023**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

## BENEFITS

**SALARY RANGE** - \$94,884 - \$127,164 Annually, depending on qualifications.

**RETIREMENT** - Employees contribute 10% of their salary on a pre-tax basis towards the 2% @ 60 CalPERS retirement formula. An employee as a new member of CalPERS or a reciprocal agency or who has had a break in service of 6 months or more from a CalPERS/reciprocal agency will contribute 9% on a pre-tax basis towards the 2% @ 62 CalPERS retirement formula in accordance with PEPRA legislation.

**HEALTH INSURANCE** - City pays full contribution toward employee and family medical, dental and long-term disability (LTD) insurance within a flexible benefits plan. The flexible benefit contribution for 2023 is \$2,910 per month.

**LIFE INSURANCE** - City provides \$50,000 term life insurance policy. Supplemental life, short-term disability and/or cancer insurance are available.

**AD&D INSURANCE** - City provides a \$50,000 accidental death and dismemberment insurance policy.

**DEFERRED COMPENSATION** - In addition to a voluntary 457 deferred compensation plan, the City offers a 401(a) deferred compensation plan through ICMA, with a City match of 0.5%.

**EXECUTIVE LEAVE** - 40 hours per year; 60 additional hours are available upon approval of the City Manager.

**HOLIDAYS** - Twelve (12) paid holidays per year, including sixteen (16) floating holiday hours.

**SICK LEAVE** - Twelve (12) days per year.

**VACATION** - Accrued in accordance with tenure ranging from 11.5 days per year (upon hire) to 26.5 days per year.

**TECHNOLOGY ALLOWANCE** - This position is eligible for a monthly technology allowance of \$75.

**PROFESSIONAL DEVELOPMENT** - Up to \$1,000 annually for professional development.

