

CITY OF SAN ANTONIO

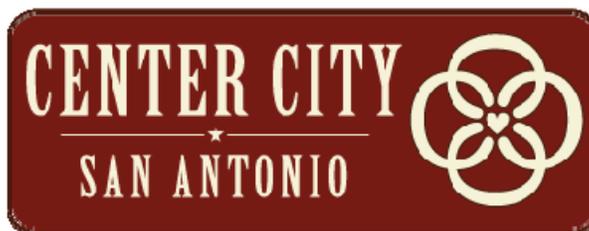
Center City Development Office



REQUEST FOR APPLICATIONS

FOR

Real Estate Manager



TARGET THE HEART. RENEW, RECONNECT, REVITALIZE.

May 19, 2011

BACKGROUND

The Center City Development Office is seeking a Real Estate Manager for the administration of the Land Bank in conjunction with the Office of Urban Redevelopment – San Antonio (OURSA). The Land Bank is a City initiative with the intent to provide revitalization of the Inner City through the acquisition and redevelopment of blighted properties. The Real Estate Manager is responsible for the planning, operation, management and coordination of all real estate activities in the OURSA Land Bank. A detailed job description along with the requirement is included in Attachment I.

APPLICATION REQUIREMENTS

All responses to the RFA shall include the following information:

- Resume;
- Three (3) professional references; and
- Attachment II

The Center City Development Office reserves the right to accept or reject any or all submitted applications, with or without cause. The Center City Development Office reserves the right to request clarification of information submitted and request additional information of one or more respondents.

All applicants must submit the required information by **5:00 P.M., June 2, 2011** to:

Physical Address:

Attention: Venisa Saenz
City of San Antonio
City Hall Basement, South Suite
100 Military Plaza
San Antonio, TX 78205

Mailing Address:

Attention: Venisa Saenz
City of San Antonio
Center City Development Office
P.O. Box 839966
San Antonio, TX 78283-3966

Mailing Address

Submittals sent by facsimile or email will not be accepted.

CONTRACTS

A Contract Offer package will include the following items to be signed by selected applicants: 1) a professional services contract 2) a Discretionary Contracts Disclosure form, and 3) a Litigation Disclosure form.

Note: The City reserves the right to withdraw its contract offer at any time.

Note: Potential applicants who wish to review the contract template or the required forms in advance may access them at www.sanantonio.gov/rfp.

ATTACHMENT I DETAILED INFORMATION

This attachment contains a description of the work to be performed. This language will be the basis for language to be inserted into the professional services contract template's Scope of Services clause. Contract will have an initial term of at least six (6) months. Compensation will be negotiated.

Real Estate Manager for the OURSA Land Bank

JOB SUMMARY:

Under general direction, is responsible for managing and overseeing all aspects of the OURSA Land Bank. Leads assigned staff/team in developing and implementing the OURSA Land Bank goals and objectives.

ESSENTIAL JOB FUNCTIONS:

Responsible for the planning, operation, management, and coordination of all real estate activities in the OUR SA Land Bank to include:

- Monitor the annual budget for OURSA Land Bank
- Board Liaison duties
- Coordinate with OURSA financial accountant regarding annual audits
- Origination and preparation of all Memos and documentation for Board meetings
- Correspondence to Board, Management, and other City Departments regarding required reports and summaries
- Review property appraisals and acquisition procedures
- Research and analyze complex data, policies, practices, systems, procedures, and develop written summaries on findings and recommendations
- Prepare detailed written reports and presentations on proposed and ongoing projects
- Manage and conduct due diligence regarding the acquisition and disposition of all Land Bank properties
- Negotiate the acquisition and disposition of Land Bank properties
- Coordinate with all outside Governmental entities associated with the acquisition and disposition of Land Bank properties
- Manage all outside professionals regarding the acquisition, maintenance, and disposition of Land Bank properties to include Title, Engineering, Survey, Appraisal, Land Maintenance, and other Real Estate related Companies
- Coordinate with appropriate internal Departments regarding the acquisition, maintenance, and disposition of all Land Bank properties
- Conduct presentations before the Planning Commission, City Council, or others as required
- Assist the public with questions concerning acquisition of property
- Serve as liaison between staff and attorneys and assists in the preparation of court cases
- Review, prepare, or manage the preparation of various real estate instruments used by the Land Bank and/or City
- Plan, organize, and direct the work of the real estate staff
- Perform related duties and fulfills responsibilities as required

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university.
- Five (5) years increasingly responsible experience in real estate acquisitions and/or development, to include two (2) years of supervisory or management experience.

LICENSES OR CERTIFICATES:

- Valid Class "C" Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge and understanding of the real estate acquisition process.
- Knowledge of City procedures related to real estate acquisitions, dispositions and land banking.
- Understanding of real estate market dynamics in San Antonio, specifically the Inner City.
- Ability to develop and maintain good working relationships with stakeholders.
- Ability to work with the public and interested citizens' groups in the establishment of meaningful goals and objectives best suited for the City's interests.
- Ability to communicate clearly and effectively, both verbally and in writing.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

PLEASE NOTE:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date that the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at www.ethics.state.tx.us. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Please consult your own legal advisor if you have questions concerning the statute or form.

**ATTACHMENT 2
APPLICATION FORM**

(This form may be hand-written or typed. All Applicants should complete Items 1 through 5.)

- 1. Provide either the Social Security Number OR Taxpayer Identification Number under which income from the contract will be reported to the IRS:**

Enter # here if SSN to be used: _____

Enter # here if TIN to be used: _____

2. Applicant Name: _____

3. Address: _____

4. Telephone #: _____

5. Email Address: _____