

Employment Opportunity

Management Analyst III – Right of Way

\$ 68,332 - \$ 102,498 per year plus benefits

(Pending Board of Director Approval)

San Bernardino County Council of Governments (SBCOG) and San Bernardino County Transportation Authority (SBCTA), previously known as SANBAG, is the council of governments and transportation planning agency for San Bernardino County. SBCTA is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. SBCTA serves the 2.1 million residents of San Bernardino County.

As the County Transportation Commission, SBCTA supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SBCTA administers Measure I, the half-cent transportation sales tax approved by county voters in 1989.

JOB SUMMARY

Under general supervision, provides analytical and technical support to the Director of Transit and Rail Programs; performs varied management, program, and budgetary analysis related to SBCTA's rail property including but not limited to, managing right-of-use documentation and associated fees, functioning as a liaison between property owners and SBCTA, coordinating with Metrolink on maintenance of way activities, overseeing weed abatement, and performing research on matters of right-of-way.

- Generate, track, and monitor right of use documentation such as notices to property owners, licenses, leases, and agreements that generate revenue.
- Work in coordination with the Finance Department to identify methods for tracking and collecting fees that are due.
- Review and provide recommendations for issues relating to property management including excess property matters.
- Lead and oversee the work of consultants and contractor teams relating to railroad right-of-way efforts and coordination.
- Appraise property rights, land acquisition, and management activities.
- Work in coordination with a variety of public and private agencies such as Metrolink, cities, railroads, etc.
- Regularly attend and make presentations at SBCTA committee meetings as well as attend and provide input for other public meetings in order to address right-of-way issues.
- Research and respond to inquiries and requests in support of management staff.
- Develop and standardize procedures and methods to improve and monitor the success of assigned programs and identify opportunities for improvement.
- Develop requests for proposal and qualifications for professional services related to right-of-way as well as participate in the evaluation and negotiation process.
- Monitor consultant contracts for compliance with SBCTA policies and project budgets, review and update contract deliverables, coordinate reviews, track billings, and resolve discrepancies.
- Prepare resolutions for abandonment, extinguishment, property purchase, and sale.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

Employment Opportunity

Management Analyst III – Right of Way

\$ 68,332 - \$ 102,498 per year plus benefits

(Pending Board of Director Approval)

Knowledge of:

- Theories, principles, and practices of appraisal, asset/property management and real estate acquisitions and leasing.
- Applicable local, state, and federal laws, rules, and regulations governing right-of-way, acquisition, appraisal, leasing, relocation and related compensation, etc.
- Project management methods and techniques.
- Record keeping and file maintenance principles and procedures.
- Business and personal computers, and standard software applications.

Skill in:

- Effective and concise written and verbal communications.
- Representing the agency and speaking before the public.
- Using computer software programs including word processing, database, and spreadsheet applications.
- Working independently, exercising good judgment, and prioritizing tasks.
- Analyzing situations, identify problems, and recommending solutions.
- Establishing and maintaining effective working relationships with employees, public officials, private organizations and businesses, government agency representatives, and the public.

Education and/or Experience:

Bachelor's degree from an accredited four-year college or university with major coursework in Business, Public Administration, Real Estate or other related field, AND at least three (3) years of progressively responsible analytical or administrative experience in management of real property for public use and/or negotiating the leasing and management of properties for commercial revenue or public use OR an equivalent combination of education, training and experience.

Experience with rail property management preferred. Membership with the International Right of Way Association (IRWA) and/or Building Owners and Managers Association International (BOMA) is also preferred.

Licenses and Certifications:

Possession of or ability to obtain a California driver's license and proof of automobile liability insurance may be required.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

APPLICATION PROCEDURE

Employment Opportunity

Management Analyst III – Right of Way

\$ 68,332 - \$ 102,498 per year plus benefits

(Pending Board of Director Approval)

Applications will be accepted until Wednesday, April 28, 2017 at 4:00 p.m. or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at www.gosbcta.com.

Complete the SBCTA application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

Forward Application to: San Bernardino County Transportation Authority
Attn: Management Services
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SBCTA at www.gosbcta.com.