



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

JOB ANNOUNCEMENT

One Full-Time Position as Real Property Specialist

**PRIORITY FILING DEADLINE: By 5:00 p.m. on Monday, October 21,
2024**
Position Open Until Filled

This is an excellent opportunity for a journey level Real Property Specialist with experience in real property management and acquisitions for a government agency or similar entity. The Santa Cruz County Regional Transportation Commission (RTC) owns the 32-mile Santa Cruz Branch Rail Line (SCBRL) right of way and seeks a talented professional to join our team of planners, engineers, and professional staff to deliver transportation solutions throughout the region. The Real Property Specialist will manage RTC property and provide support to staff in other real property project needs.

The RTC is a regional agency created by the State of California to carry out transportation responsibilities that cross city and county boundaries. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies; business, environmental, neighborhood and advocacy groups; and members of the public to deliver a variety of transportation solutions to serve the community's needs.

The RTC owns the 32-mile SCBRL corridor which is a continuous transportation corridor offering tremendous opportunity for new mobility options for residents and visitors of Santa Cruz County. The long-term vision for the corridor is a multiuse trail alongside zero emission passenger rail. The SCBRL corridor has significant infrastructure that the RTC preserves through its preventative maintenance program and infrastructure repairs, including 37 bridges, 100 private and public grade crossings, railroad signals, drainage culverts, and retaining walls. In addition to the SCBRL, the RTC recently purchased 3 properties in Aptos along the SCBRL to facilitate the delivery of the Coastal Rail Trail Segment 12 through Aptos Village.

GENERAL DEFINITION

Under direction, conducts specialized property acquisition assignments and coordinates real property owned by the SCCRTC, including negotiating with property owners to acquire rights of way, prepare and process right of entry agreements, researching title records to determine ownership and encumbrances on properties, and preparing legal descriptions and conveyance documents;

negotiates and manages property leases and licenses; clears illegal encroachments; implements the property management and preventative maintenance functions; and performs related duties as assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Include but are not limited to the following):

Under supervision and direction of the Director of Internal Services, and working with transportation planners, engineers, partner agencies, RTC Counsel, law enforcement agencies and consultants, incumbents perform a variety of office and field duties including:

- Negotiates with property owners to acquire rights to enter, easements, dedications, and property for public projects.
- Prepares technical and legal documents such as legal descriptions, conveyance documents, maps, ordinances, and engineer's reports.
- Research County Assessor and other public records to identify property ownership and determine property rights; orders title reports when required; examines and reconciles title reports for accuracy of the vesting and legal descriptions of properties, and any conflicting
- issues such as existing easements, judgments, covenants, conditions and restrictions, liens and encumbrances that might impact proposed right-of-way acquisitions. restrictions, liens and encumbrances that might impact proposed right-of-way acquisitions.
- Resolves boundary questions, easement encroachments, access issues, and other matters related to Commission property rights; addresses property-related questions.
- Requests appraisal reports from independent appraisers to determine the value of easements or real property to be acquired or leased; evaluates the methodology of and approves appraisal reports submitted; recommends estimated value for acquisition of easements.
- Prepares budget estimates for acquisition projects.
- Processes release of surplus rights of way and coordinates sale of such property.
- Reviews current and proposed land use statutes and regulations to determine their impact on Commission real estate.
- Develops and maintains various Commission real estate management records, such as database of property ownership, easements and obligations, or GIS data and permit information.
- Procures and manages outside professional service contracts for appraisers and other real property professionals, general property management and managing maintenance contracts for drainage, erosion control, tree maintenance, vegetation control, trash and dumping, encampment removal, and graffiti abatement.
- Performs inspections along the Santa Cruz Branch Rail Corridor for ongoing preventative maintenance
- Develops scopes of work for preventative maintenance activities including drainage, vegetation, graffiti abatement, janitorial, fencing, signage, and general upkeep and preservation of the Santa Cruz Branch Rail Line

- Manage maintenance contracts, including field inspections, contract management, labor compliance inspections and interviews, drafting work orders, change orders, progress payment reviews/approvals
- Responds to events along the Santa Cruz Branch Rail Corridor
- Leads consultant contract procurement and contract management efforts on assigned projects including requests for proposals, detailed specifications or scopes of work, contract budgets, invoice review and task management.
- Serves as Contract Manager for consultant contracts for real property services, including appraisals, acquisitions, boundary surveys, leases, licenses, and rights-to-enter.
- Coordinates real property owned by the RTC including but not limited to the Santa Cruz Branch Rail Line.
- Coordinates real property issues with the freight rail operator on the Santa Cruz Branch Rail Line.
- Administers right-of-entry permits and utility license agreements, including accepting applications, reviewing to ensure completeness, coordinating the approval process; issuing the permits upon approval; construction monitoring; and closeout.
- Clears illegal encroachments on the Santa Cruz Branch Rail Line.
- Negotiates and manages property leases and licenses on, above, and below public rail line.
- Researches and responds to other agencies and citizen inquiries.
- Coordinates with local jurisdictions and law enforcement agencies.
- Provides support to Commission attorneys in condemnation proceedings.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to:

- Perform basic problem solving and negotiate with property owners, neighborhood associations, and other agencies.
- Analyze technical data and legal requirements, evaluate alternatives, and make sound, timely recommendations within established guidelines.
- Plan, organize, and provide work direction for conducting assigned duties efficiently and effectively.
- Understand, interpret, explain, and apply federal, state, and local laws and regulations applicable to right-of-way acquisition and right-of-entry.
- Read and interpret maps, engineering drawings and sketches; research and establish property ownership.
- Prepare clear, concise, comprehensive, and legally sound documents and reports.
- Exercise sound independent judgment within general policy guidelines.
- Communicate effectively orally and in writing.
- Conduct effective negotiations to meet the Commission's best interests in accordance with all legal and professional requirements.

- Use tact, discretion, and diplomacy in dealing with sensitive situations and concerned property owners.
- Establish and maintain effective working relationships with managers, staff, consultants, independent appraisal and title search firms, other governmental real estate personnel, property owners, law enforcement, and others encountered in the course of work.
- Develop effective working relationships with Agency Board members, member agencies, business and public groups, to successfully gain cooperation and consensus.
- Effectively use the various tools of the trade for transportation engineering whether in software or hardware form.
- Effectively and competently operate and use standard office equipment such as a computer with a variety of software applications for word processing and other function including Microsoft Word, Excel, Power Point, Access and email and calendaring systems
- Organize, prioritize and follow-up on work assignments;
- Work independently and keep accurate records;
- Communicate clearly and concisely, both orally and in writing
- Lift up to 30 lbs.

EDUCATION AND/EXPERIENCE:

EDUCATION: Equivalent to graduation from an accredited four-year college or university with major coursework in real estate, economics, business or public administration, or a closely related field. And

EXPERIENCE: Three (3) years of progressively responsible real property acquisition, appraisal, title, or surveying experience; or an equivalent combination of training and experience.

LICENSES AND CERTIFICATES:

Possession and maintenance of a valid California driver's license and meet automobile insurability requirements, or ability to provide suitable transportation needs of the Commission as a condition of continued employment.

CONDITIONS OF EMPLOYMENT:

Typical office environment with standard equipment and tasks. Position requires work at a computer/video display terminal and desk for periods of time. Position also requires outside field work in a variety of terrain and conditions with appropriate safety gear. Field work may require significant walking in a variety of grades, surfaces and weather conditions as well as climbing and crawling. Able to lift and carry materials up to 30 pounds. Duties may require sitting, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. May require travel to various locations for agency meetings and events at different times of the day including early morning, evening and night time.

MONTHLY SALARY: \$8,606-10,889/month

The RTC offers a competitive benefits package that includes:

- **Health** – medical, vision, dental and employee assistance program
- **Retirement** – defined benefit through CalPERS
- **PTO – up to 22 days on the first year**
- **Holidays** – twelve and one half days including a floating holiday
- **Floating holiday** – 1 per year
- **Other** – disability, life insurance, employee assistance program

APPLICATION PROCESS:

To be considered for this position, please submit a resume, cover letter, completed supplemental questions and a completed employment application.

Application and job announcement are available at:

<https://www.sccrtc.org/about/working-with-the-rtc/#jobs>

APPLICATION AND ALL OTHER MATERIAL MUST BE RECEIVED BY 5:00 P.M. ON MONDAY, OCTOBER 21 2024 TO BE GUARANTEED A REVIEW FOR PRIORITY SCREENING. THIS POSITION IS OPEN UNTIL FILLED.

Please complete an online application: <https://www.sccrtc.org/apply-for-a-job/>. You can also email your application packet or jobapplications@sccrtc.org or snail mail to 1101 Pacific Ave., Suite 250 Santa Cruz CA 95060

All resumes and correspondence will be held in confidence. Materials submitted become the property of RTC and will not be returned. Relocation assistance will not be provided.

For assistance or if you require special accommodations, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.

SUPPLEMENTAL QUESTIONS

1. Please describe your experience with real property transactions including negotiating with property owners, acquiring right of way, and/or agreements that are real property-related.
2. Please describe your experience preparing technical documents such as leases, licenses, resolutions of necessity, legal descriptions, conveyance documents, maps, ordinances, or survey reports.
3. Please describe your experience reviewing or analyzing complex property and title records.
4. Please describe your experience working as a team to produce written reports, and developing and making presentations to the public.