



Port of
LONG BEACH
The Green Port



DIRECTOR, REAL ESTATE

Annual Salary: \$160,000 - \$172,000

REAL ESTATE DIVISION

The Real Estate Division provides property, asset management, and acquisition services to the Port so that it can optimize revenue and utilize its assets, and implement the Green Port Policy through the Port's leases. The division consists of ten full-time positions, a 2.9 million operating budget, and includes the following primary activities:

- Negotiating and renegotiating leases and other agreements for land and facilities with Port tenants.
- Updating and following Leasing Guidelines, which are the basis for evaluating the merits of a lease.
- Preparing financial analyses in support of property agreements, including rate of return and net present value calculations.
- Administering and enforcing lease provisions and implementing Port policy.
- Insuring proper management of Port assets by coordinating the efforts of a multidisciplinary team that properly maintains and repairs the assets.
- Providing oversight of the contract property manager for the jointly owned rights of way, acquired by the Port of Long Beach and the Port of Los Angeles for the Alameda Corridor.
- Administering the operation of Foreign Trade Zones.

THE POSITION PROFILE

Reporting to the Managing Director of Finance and Administration, the Director of Real Estate is an at-will employee who is responsible for acting as lead negotiator for property agreements, establishing leasing guidelines to ensure adequate revenue to maintain the Port's financial strength, ensuring that new leases and lease amendments comply with Green Port Policy and the Clean Air Action Plan (CAAP), providing input into planning and development processes to ensure Port assets are being put to the highest and best use, and acquiring real property and property interests to facilitate Port development.

Challenges and Opportunities

The greatest challenge facing the Port is managing our growth while mitigating the environmental impacts of Port operations in keeping with the Green Port Policy and CAAP. Specific challenges include:

- Negotiating a fair return on both land and improvements, while also recognizing the tenants' need for parity with similar Port operations.
- Negotiating environmental conditions within the leases for conformance with the Clean Air Action Plan.
- Negotiating significant new agreements for several large marine terminals, subject to environmental review, within the next few years.

EXAMPLES OF DUTIES

- Provides leadership and direction for the division that provides all real estate services for the Port of Long Beach.
- Provides direct and indirect supervision of all real estate staff, establishing goals and objectives, measuring performance, and ensuring an effective, customer-oriented service level is attained.
- Negotiates and renegotiates leases and other real estate agreements that support the Port's and division's strategic plan and objectives for land, water and other Port facilities with Port tenants.
- Administers and enforces lease provisions to implement Port policy.
- Makes presentations to the Board of Harbor Commissioners.
- Negotiates claims, resolves disputes, deals tactfully with all stakeholders and coordinates activities of multiple teams of professional and technical managers.
- Oversees the preparation of financial analyses in support of property agreements.
- Oversees the acquisition of land and property for the Port through negotiations with property owners, brokers or agents, or through the process of eminent domain.
- Represents the Port in meetings with developers, contractors, consultants, and officials from other jurisdictions; responds to a variety of real estate inquiries from internal and external sources, Port/City departments and outside agencies/organizations.
- Oversees property jointly owned with the Port of Los Angeles (POLA).
- Oversees the due diligence process for real estate acquisitions.
- Prepare and monitor division budget.
- Performs other duties as required.



THE CANDIDATE PROFILE

The ideal candidate will embody the attributes of principled leadership: trusteeship, values, ethics, commitment, honesty, involvement and vision. As a working director, the Director of Real Estate must have a strong leasing and real property background, with working knowledge of CEQA regulations. The successful candidate will possess strong analytical skills and communication skills, both verbally and in writing. The candidate should have a good working knowledge of appraisal methodology and ability to do financial analyses of real property. The candidate must also be comfortable presenting complex materials in various public forums.

EDUCATION & EXPERIENCE

Education:

A Bachelor's degree in finance, business, public administration, or related discipline is required. A Master's Degree in Business Administration or related field is highly desirable, but not required. Port experience is helpful, but not required. Licensed real estate salesperson or broker is a plus.

Experience:

A minimum of 10 years of increasing responsibility in corporate or public agency real estate activities handling lease negotiations, property management, and/or leasing, of which at least three years includes the supervision of staff.

Manage and successfully work with people from diverse backgrounds and areas of technical expertise.

Have a strong leasing and real property background with working knowledge of CEQA regulations; including knowledge of leases, contracts and real estate agreements required.

Public sector acquisition knowledge is desired, but not required.

Have a valid California driver's license to perform work-related duties, including driving to meetings and work related events.

Position requires the ability to:

- Negotiate real estate agreements, resolve disputes, deal tactfully with all stakeholders and coordinate activities of multiple teams of professional and technical managers.

- Present complex materials in various public forums.
- Coordinate development and property management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the Port of Long Beach.
- Apply sound, creative problem-solving techniques to resolve difficult asset management and other issues.
- Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to real estate programs.
- Understand, interpret and respond to tenant and developer needs and expectations.
- Obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment.

COMPENSATION & BENEFITS

The Port of Long Beach has established an annual salary range of \$160,000 - \$172,000. Placement is based on qualifications. An attractive package of executive level benefits is also included, with the opportunity of working in one of the most diverse and dynamic areas of the United States. The Port's generous benefits package includes:

- **Auto allowance:** \$450 per month
- **Deferred Compensation:** several plans available
- **Retirement:** CalPERS 2% at age 62 coordinated with social security (with a 6.5 payroll contribution)
- **Group Health Insurance:** medical (an HMO, two POS and indemnity options) and dental options (two plans to choose from) available for employee and dependents
- **Life Insurance:** City-paid life insurance policy of \$20,000 plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000
- **Disability Insurance:** City-paid short-and long-term disability insurance
- **Vacation:** 12 days after one year of service; maximum of 20 days after 19.5 years of service
- **Executive Leave:** 5 days per year
- **Holidays:** 9 designated holidays per calendar year, plus 4 personal holidays



- **Bereavement Leave:** 3 days for death or critical illness of immediate family member plus 3 days of accrued sick leave
- **Annual Physical:** provided by the City

APPLICATION & RECRUITMENT SCHEDULE

The final filing date for this recruitment is **Monday, July 30, 2018 @ 4:30 PM**. The Port reserves the right to **extend the closing date without notice** in order to accept additional applications.

To be considered for this opportunity, please apply with a **cover letter** and a **resume** (as PDF attachments) reflecting scope of current/most recent organization and responsibilities. [Click Here to Apply](#). Incomplete application packets or those that clearly do not meet the minimum requirements will not be considered. Application packets will be evaluated to determine the most qualified applicants.

Those individuals determined to be best suited for the position will be invited to participate in the selection process, with an appointment anticipated shortly thereafter.

This information is available in an alternative format by request to the Human Resources Division at (562) 283-7500. If you require an accommodation because of a disability in order to participate in any phase of the application/selection process, please submit your request in writing when submitting your application or call the number above.

The Port of Long Beach is an Equal Opportunity Employer.

Relocation is not available for this position.

THE PORT

The **PORT OF LONG BEACH** is one of the world's busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to more than 3200 acres and moves more than \$180 billion in trade each year. The Port of Long Beach is the second busiest container port in North America. East Asian trade accounts for more than 90 percent of Long Beach

shipments with the top trading partners being China, Japan, South Korea, Hong Kong and Taiwan.

The Port of Long Beach, which is the City of Long Beach's Harbor Department, is governed by the Long Beach Board of Harbor Commissioners. The Port's Executive Director is appointed by the Board of Harbor Commissioners and is responsible for overall Port activities. The Executive Director is supported by a Deputy Executive Director, Capital Programs Executive, and four Managing Directors overseeing the following bureaus: Commercial Operations, Engineering Services, Planning and Environmental Affairs, and Finance and Administration.

The Port has approximately 530 employees and generates annual operating revenues of over \$380 million. The Port of Long Beach is a landlord port that leases and acquires property for port development. The Board of Harbor Commissioners leases port shipping terminals and other facilities to private entities. Port revenues are reinvested in new facilities and port-related improvements and capital expenditures are expected to total approximately \$4 billion over a period of 10 years. In addition to its role as a critical hub for international commerce and as a major transportation center, the Port of Long Beach plays a key role in promoting global trade. Port-related international trade has wide-ranging economic impact, supporting thousands of jobs that benefit the region and the entire country.

In 2005, the Board of Harbor Commissioners adopted a Green Port Policy that has positioned the Port as the leader in the area of environmental stewardship. To further our commitment to the environment, in June 2006 the ports of Long Beach and Los Angeles jointly introduced the San Pedro Bay Ports Clean Air Action Plan (CAAP), a sweeping plan aimed at significantly reducing the health risks posed by air pollution from port-related ships, trains, trucks, terminal equipment and harbor craft. The CAAP was updated and approved by both ports in November 2017. To learn more about the Port, go to www.polb.com.

THE COMMUNITY

Located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California is often described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal southern California climate, Long Beach is



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home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, the annual Toyota Grand Prix of Long Beach, the Long Beach Sea Festival, and a wide variety of other attractions serve to draw over four million visitors each year. The city is also home to California State University, Long Beach, which is ranked the No. 3 best value public college in the nation, and also Long Beach City College, one of the largest community colleges in California.

While offering all the amenities of a large metropolis, the city has maintained a strong sense of community and cohesiveness. As the seventh largest city in California, Long Beach has been referred to as the “most diverse city” in the nation by *USA Today*. A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.