

**CEA Level B
ASSISTANT DEPUTY DIRECTOR
REAL ESTATE SERVICES DIVISION**

Under administrative direction from the Deputy Director, Real Estate Services Division, is responsible for the management of professional services provided by the Real Estate Services Division (RESA) including architectural, engineering, capital outlay and other design related services; real estate services including leasing, appraisal, acquisition, surplus sales and by-State leasing; facilities planning, environmental planning, economic analysis and special programs. The incumbent serves as a real estate services management expert for the state.

ESSENTIAL FUNCTIONS

30% In order to effectively establish and administer policy in accordance with DGS guidelines, the State Administrative Manual and State law:

- Serves as the State's real estate services management expert by providing advice and making recommendations to the DGS Policy Executive Committee both verbally and in writing.
- Administers guidelines to ensure the policies are applied consistently by providing direction to RESA staff.
- Provides leadership to develop and implement policy initiatives and practices that are new in California State government
- Provides policy advice to DGS Management and Department of Finance concerning proposed legislation that may impact the delivery of real estate services in California by evaluating proposals bills.

30% In order to direct a multidisciplinary staff with in the RESA following the policies, procedures and strategic goals of the Real Estate Services Division and DGS:

- Plans and organizes the workload and related activities of Division's various function specialties
- Fosters cooperative team-oriented environment within the Branch
- Coordinates the Division's functions with other functions in Real Estate Services Division by working and meeting with branch managers.
- Resolves policy conflicts among and between Branches and Divisions by working with managers in the Real Estate Services Division and the Department.
- Develops and implements policies and processes for the Division to be responsible and accountable for meeting the service agreements internal and external customers
- Establishes performance goals and a financial plan for the Division and ensures that they are met.
- Responsible for the development and implementation of the Division's strategic planning and long term organizational goals.

15% Following DGS, DOF and SAM guidelines, develops policies, processes and guidelines to manage the RESD professionally and cost-effectively at the direction of the Deputy Director and Assistant Deputy Director, Real Estate Services Division.

15% Reviews, signs, and executes contracts and various legal documents for real estate services (such as to develop estimates, and to accomplish studies, design, and construction of state building and other facilities that are within the jurisdiction of the DGS) in accordance with the legal authority delegated to the position. In order to provide services to Joint Powers Agencies and other public entities, allocates Branch resources in accordance with agreements.

10% Develops and maintains cooperative relationships with all levels of government regarding program issues. These relationships include the Governor's Office, Courts, Agency Secretaries, the DOF, the Legislature and its staff, management from client agencies, environmental and citizen groups and representatives of the business community.

KNOWLEDGE AND ABILITIES

Knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment; the goals and policies of the administration.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative teams; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to achieve common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

DESIRABLE QUALIFICATIONS

- Experience at the managerial level in leadership of a large, multi-functional organization working with professional and administrative staff.
- Experience at the managerial level applying the principles and practices of real estate management.

- Experience at the managerial level integrating the activities of a diverse program to attain common goals.
- Experience at the managerial level evaluating Branch and/or Divisional issues, considering overall implications, and developing policy recommendations.
- Experience at the managerial level in conflict resolution associated with disagreements between and/or among multiple external stakeholders at various levels.

INTERPERSONAL SKILLS

- Interacts successfully in a team environment
- Communicate effectively with a diverse community
- Communicate effectively with all levels of government and the public

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Office environment, business dress
- Use personnel computer and telephone in performing work
- Ability to handle stress