

Real Estate and Risk Management Officer

JOB SUMMARY / POSITION DESCRIPTION

Reporting to the **Executive Director of Capital Projects, Contract Administration, Real Estate & Risk Management**, oversees the University's Real Estate and Property Insurance/Risk Management programs and initiatives, pursuant to applicable University and state policies, procedures, laws and regulations.

CAPITAL PROJECTS, CONTRACT ADMINISTRATION, REAL ESTATE & RISK MANAGEMENT DEPARTMENT'S MISSION

The **Capital Projects, Contract Administration, Real Estate & Risk Management Department's** mission is to provide real property management and strategic planning services to the University of Connecticut and to analyze the University community's needs providing strategic solutions that enhance the effective operation and most effective use of property in support of the University's mission.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs activities for the University of Connecticut's diverse real estate assets, activities and portfolio valued at over \$200 million, including more than 4000 acres of land located throughout Connecticut.
2. Negotiates all purchases, transfers and sales of real property and facilities on behalf of the University.
3. Develops, implements and recommends policy, procedures and process improvements. Identifies opportunities for improvement; initiates improvements, facilitates analysis, builds consensus, and represents department during implementation and training.
4. Responsible for hiring, training, supervision and assessment of professional and clerical staff by communicating University and Departmental objectives, developing and overseeing goals and objectives, assigning projects and tasks, directing activities, reviewing progress, prioritizing workloads, developing skills and abilities, evaluating performance, and providing feedback / coaching. Serves as a representative of the department at fact findings, grievance hearings, etc.
5. Budget development; projects revenues and expenditures; monitors expenditures and maintains records.
6. Overall responsibility for the Property Insurance/Risk Management program, to include but not be limited to, the development, modification and implementation of policy and procedure, the development of a University standard risk management plan for insurance, bonding, easements, rights of way, standard terms and conditions, standard forms of contracts and agreements.

7. Negotiates all Real Estate agreements on behalf of the University and works closely with regulatory agencies, University staff, the State Treasurer's Office, and the Attorney General's Office in the execution of agreements.
8. Acts on behalf of the Executive Director in his/her absence.
9. Evaluate and negotiate all requests for granting of easements and rights-of-ways and encroachments on University property and acquiring the same needed for the conduct of University business.
10. Create, negotiate, execute and manage all aspects of commercial lease agreements to which the University is a party either as a Lessee or Lessor.
11. Plan, direct and oversee the renovation, maintenance or repair of all University leased properties; oversee system of damage assessment, including assessment costs, proper and timely reporting of damages, billing and preparation of damage reports as scheduled and the development of preventative maintenance program.
12. Plan, direct and oversee of the financial management of lease agreements in which the University is Lessor, individually and on a portfolio basis.
13. Assesses needs for capital improvements, prepares cost estimates, and recommends an approved plan of such capital improvements.
14. Plan, direct, and manage the due diligence process on all property acquisition and dispositions.
15. Establishes short term and long term goals for the development and management of University properties, with an emphasis on determining highest and best use based on economic feasibility, maximizing economic benefits, development and rehabilitation feasibility and ensuring proper development and management of the property while protecting the interests of the University, the environment, the State, and local communities.
16. Identify, evaluate and develop residential, recreational, and commercial properties; write proformas, RFP's, scopes of work, covenants, rezones, and section line vacations. Secure agency and University approvals. Resolve title problems. Represent the University at meetings, public hearings, and agency reviews. Market land and other resources.
17. Analyze the value, marketability and risks associated with the acquisition of trust lands, real property donations, purchases, leases, permits and easements from individuals, corporations, and state and federal government. Negotiate the terms and conditions of those real estate acquisitions. Draft standard and unique documents to close the transactions.
18. Represent the University on investment property matters to the general public, state and federal agencies, developers and other land owners in the state and outside the state. Investigate and assist in resolving contamination and trespass issues on University lands. Coordinate with the appropriate authorities on environmental assessments & monitoring of cleanup efforts of contaminated properties. Resolve trespass issues with solutions appropriate to each case.

19. Draft real estate documents including purchase agreements, leases, deeds, deeds of trust, deeds of trust notes, assignments, assumptions, permits, reconveyances, truth in lending statements, covenants, articles of incorporation, bylaws, escrow instructions, property management agreements, land exchange agreements, etc.
20. Responsible for conducting competitive land and resource sales and ongoing over-the-counter sales: prepare requests for proposals and invitations to purchase, provide public relations, conduct public workshops and meetings, market, open bids, award sales, qualify buyers and close sales, manage portfolios of land and resource contracts and deeds of trust including assignments, assumptions, amendments, relinquishments, payment restructures and foreclosures.
21. Monitor real estate property taxes (payments, assessments, reevaluations, tax exemptions, etc.).
22. Oversee central repository of all real estate property records and serves as primary contact for inquires regarding all property and real estate.
23. Manages occupancy, maintenance and revenue collection.
24. Conducts inspections, assesses damage claims, and oversees cleaning of unoccupied rental properties; authorizes repairs, renovations and equipment replacement.
25. Provides statistical, analytical, financial and data reports to senior administrators as required.
26. Serves as primary contact for authorities having jurisdiction and coordinates and implements necessary modifications as needed to comply with safety code regulations.
27. May need to respond to University Real Estate emergencies outside of normal working hours.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree and five to ten years of experience which demonstrates knowledge of real estate, real property management, leasing, property acquisition, property disposition, easements, rights of ways, insurance, risk management, financial management, business management and tenant relations.
2. Five to ten years of increasing responsibility and experience managing real estate portfolios which may include residential, recreational, commercial developments, land acquisitions and dispositions, sales and exchanges, residential and commercial leasing, permitting, contracting and contract management, resource development and sales, trespass resolution, easements, rights of ways, and portfolio management.
3. Demonstrated strategic planning for diverse, comprehensive real estate portfolios.
4. Demonstrated experience in negotiations.
5. Knowledge of CT Real Estate laws and regulations with demonstrated experience in creating, negotiating, and managing agreements.

6. Expansive knowledge and demonstrated experience and proficiency in Risk Management to include management of a large and complex insurance portfolio; Knowledge of the State of Connecticut Insurance and Risk Management process and protocol.
7. Significant knowledge and demonstrated experience and proficiency in land planning, resource development and management, investment and financial analysis, real estate principles, practice and law, real estate appraisal, title, marketing, financial management and accounting principles, land information systems (LIS), geographical information systems (GIS); surveying, contract and contract administration.
8. Demonstrated experience in land planning, business, natural resources, finance, public administration or related fields.
9. The ability to resolve unusual and complex real estate problems that may not have an obvious solution, are unique to the University and are politically sensitive and to coordinate all agencies and individuals with their respective agendas to resolve.
10. Demonstrated supervisory and management skills.
11. Demonstrated exceptional communication and interpersonal skills.

PREFERRED QUALIFICATIONS

1. JD or MBA
2. Real Estate Industry Certifications and/or Accreditations such as: IREM, CFP, RPA, FMA, SMA, SMT, ARM, CLP, CPM, ALC, CCIM, CREP, CREA, SRPA, etc.
3. Real Estate Broker (State of CT)

OTHER DESIRABLE QUALIFICATIONS/SKILLS

1. Problem Solving Skills - Work with contractors, design professionals, engineers, consultants, and University departmental staff to meet requirements or expectations (i.e. work, quality, quantity, timeliness, budgets, communication, knowledge, etc). Work to identify and remove barriers that are impeding performance e.g. review of the current situation; investigation of CT General Statutes, University and Department Policies and Procedures, and processes that contribute to the current situation; discussion with others to develop options; staff training and/or implementation of a new process or procedure; evaluation of results; and updating and revising policies, procedures and processes for continuous improvement.
2. Decision Making Skills - Continuously evaluate contractors, professional service providers, systems and employee performance to make decisions that set priorities, modify behavior, resolve conflict, and drive results.
3. Interpersonal Skills - Ability to teach, explain, train, negotiate, correct, and convey information to internal and external sources to illustrate positions to further University and

departmental goals. Ability to effectively communicate, manage and work in at team environment. Excellent questioning and listening skills. Ability to manage proactively within tight time constraints. Leadership, problem solving, and conflict resolution skills.

4. Enterprise Skills - Planning and project organization skills with the ability to think “holistically” and capable of projecting a vision of what is and what can be and how the procurement and contracting process can add value. Manage demands and expectations from within and outside the organization while responding to change with flexibility.

5. Technical Skills- Knowledge and proficiency in current real estate program management, real estate law, statutes, strategies and trends in local, regional and national real estate industry. Knowledge of University’s processes with ability to interact at a peer level with colleagues, clients and senior administrative and academic staff. Computer, analytical and problem solving skills to perform proposal analysis, forecasting, quality assessment, value analysis, and other multi-step analysis. Strong personal computer experience in MSWord, Excel, Access, PowerPoint and email.

WORK ENVIRONMENT

- Performance of the position duties will occasionally require the ability to climb permanent and temporary stairs, ability to climb ladders and to negotiate construction work areas.
- At times, the employee may work at a construction job site where the employee will be exposed to moving machines, outside weather conditions and noise.

LETTER OF APPLICATION: Qualified applicants should send cover letter, resume and the names of three professional references with contact information to: University of Connecticut, Office of Capital Projects and Contract Administration ATTN: Stacy Webb, Search Administrator, 31 LeDoyt Rd. Unit 3047 Storrs, CT 06269-3047. Formal consideration of applications will begin immediately and will continue until a successful candidate is identified. Preference will be given to applications received by November 17th, 2009. Please reference Search # 2010066 why applying. Copies of all degrees, certifications, and/or designations as listed in your resume and/or cover letter will be required if selected for an interview (or upon request). For a complete job description visit www.cpcu.uconn.edu (Search # 2010066). The University of Connecticut actively solicits applications from minorities, women, and people with disabilities. Electronic applications will NOT be accepted.