

Posting Period

August 15, 2016 –
Open Until Filled

Compensation

Starting salary range is
\$6,865/mo - \$8,923/mo

*represents min to mid of range.

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Exempt)

Department

Real Estate

Reports To

Director, Real Estate



For question or inquiries, please
contact the Human Resources
Department at
hr@portoftacoma.com



Job Summary

This position is primarily responsible for implementing the Real Estate property management, acquisition/divestiture, and leasing strategy of the Port of Tacoma. Duties involve conducting transactions such as leasing commercial and industrial space within the Port's holdings, sale of land holdings, and acquiring additional real property assets to support the ongoing growth and expansion of the Port of Tacoma's core business and related infrastructure. Includes developing, preparing, and monitoring lease terms and conditions, acquisition analyses, all required Lease and Purchase and Sale Agreements, other real estate agreements and documents as required, and presentation of analysis and transaction recommendations to Senior Staff and the Board of Commissioners.

The Sr. Real Estate Manager also maintains and promotes positive relations with various Federal, State, and local agencies, economic development agencies, Port customers and tenants, real estate brokers, investors, developers, builders, and other interested parties and potential users of Port property. At all times, this position represents the Port's best interests, policies and procedures to public and private organizations, users, and prospects.

Primary Functions

- Develop and implement action plans and proposals for property leasing. Negotiate industrial and commercial property leases in support of the Port's real estate marine terminal business and related activities in support of The Northwest Seaport Alliance.
- Negotiation and execution of acquisitions, property sales, easements, street vacations, and other contracts/agreements as needed to meet the Port's long-term investment, development and economic goals. Works closely with the Director in the creation and execution of the Port's real property strategy to align with the goals and the objectives of the Port.
- Markets Port property to regional, national and international businesses, manufacturers, commercial/industrial firms, brokers and real estate developers. Develops and maintain appropriate marketing materials. Ensures effective networks and collaborative relationships with industrial property owners, area development firms, public agencies and private organizations.
- Performs other duties and assignments as requested that support the Commercial and the Port's overall objectives, including conducting local market research and analysis and assisting the Director in developing highest and best use strategies and appropriate promotional plans that support the Port's strategic plan. Maintains statistical market data and assists in the preparation of financial pro-formas in support of the Port's industrial/commercial portfolio.
- Support and work closely with the Facilities Management Specialist to manage, schedule and complete tenant improvement requests, maintenance, repairs and facility inspections. Work with the Facilities Management Specialist, maintenance and Director to develop maintenance plans and priorities.
- Participate in and supports the asset management effort and functions to manage real estate assets to produce highest return considering the Port's Land Use Plan, and Strategic Plan.
- Present recommendations, projects and/or updates to Port Executives, staff, public agencies, and the Commission in both public and non-public meetings.
- Communicate and clarify Port policies, procedures, and positions related to real estate leases, purchases, sales, and property development to Port customers, partners and stakeholders.

Sr. Real Estate Manager – Recruitment #372

Required Experience and Education

Bachelor's Degree in business, economics, marketing, finance, or related field. Master's Degree in Business (MBA) or professional certification desirable. Specific Real Estate course work or a Real Estate agent/broker license is preferred.

Previous job experience including a minimum seven (7) years of increasingly responsible professional level experience in real estate, facility management, asset management, management and sales. Work history must include responsible experience in commercial and/or industrial real estate and property management. Experience in commercial/Industrial Real Estate brokerage, land acquisition/development, land entitlement, easements, street vacations, and real estate title is highly desirable.

Ideal Candidate

Ability to make transactional and analytical decisions related to research, planning, negotiating, financing, and related real estate issues is required. Must be self-motivated and able to work independently or as a part of a highly professional team. Must have excellent communication skills both verbally and in writing. Must also be highly skilled in problem solving, conflict resolution and possess excellent interpersonal skills. Candidate must have ability to tour and inspect properties, including opening and closing chain-link fences, large gates and large doors in occupied and unoccupied buildings.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The Port of Tacoma wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The alliance seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

