

Director II, Real Property Management

Position Details

Job Code: U7101

Reference Code: A366

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The person selected for this administrative position will coordinate the Clark County School District's operation and administration of all matters related to the acquisition, sale, lease, and/or supervision of all activities relating to and effecting District real property and the approval process for site development. This position is directly responsible to the Director, Comprehensive Planning, Facilities Services Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversee planning activities for new school sites including interaction with local politicians and developers, and negotiating for acquisition of land or lease that represent District interests.
2. Supervise federal land acquisition program and review of all land disposal sales.
3. Preparation and presentation of data to public agencies and organizations, government bodies, news media, and District personnel.
4. Represent the District at Southern Nevada Regional Planning Coalition (SNRPC).

5. Facilitation of public input meetings for either zoning or new schools.
 6. Negotiation, preparation, and/or representation of inter-local agreements or legal documents for use and joint use of District properties with other governmental agencies or agreements for specific use by private groups or organizations.
 7. Review and comment on applications submitted to Clark County jurisdictions that effect District property or Capital Improvement Program projects.
 8. Preparation and review of documents for recommendation to the Clark County School District Board of Trustees.
 9. Tracking of the status of building program sites to ensure the land acquisition and entity approval process remain on schedule.
 10. Review new school site plans prior to use permit submittal and make recommendations for changes due to public input or political consideration.
 11. Coordinate with transportation Urban Planning Group (Regional Transportation Commission [RTC]).
 12. Attend Bond Oversight Committee meetings.
 13. Conform to safety standards, as prescribed.
 14. Knowledge and experience with public agencies and inter-local coordination.
 15. Knowledge of Nevada Revised Statutes, real estate laws, school property laws, and planning and zoning laws.
 16. Knowledge of projection practices, construction, and related fields.
 17. Ability to analyze complex problems and develop solutions.
 18. Ability to communicate clearly, handle a high degree of stress, and possess good presentation and organizational skills.
 19. Supervise and evaluate the performance of assigned staff.
 20. Perform other duties related to the position, as assigned.
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Position Expectations

1. Demonstration of mental and physical stamina commensurate with the responsibilities of the position.
 2. Demonstration a high level of self-confidence, initiative, self-direction, problem solving, and team building skills.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position including a combination of urban planning experience, real estate acquisition/disposition, or land development.
2. Three (3) years land use planning and real estate with emphasis on acquisition and/or sale of public property.

Preferred Qualifications

1. Bachelor's degree in a related field, (i.e., urban or regional planning, real estate, public administration).
2. Master's degree in business management, public administration, or related field.
3. Hold or be able to acquire a Nevada real estate license.
4. Experience and knowledge of Nevada real estate laws.
5. Knowledge and experience acquiring public lands.
6. Experience in representing land use and construction projects before a public body.
7. Knowledge of local and state laws and ordinances relating to zoning and land use.
8. Knowledge and experience with public agencies and inter-local coordination.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/19/22
- Created: 12/04/08