

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



**POSITION TITLE** Asset Development Director (2212)  
**DEPARTMENT** General Government  
**PERIOD TO APPLY:** 3/16/2018-4/16/2018  
**SUPERVISOR:** City Manager

**SALARY RANGE:** \$37,975-64,879 (R)  
**FLSA/UNION STATUS:** Exempt/Nonunion  
**POSITION STATUS:** Exempt/Full-Time  
**LOCATION:** City Hall

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## GENERAL DESCRIPTION

To achieve outlined city goals by leveraging underutilized city real estate assets and municipal authority to develop or incentivize private or public/private projects that create jobs, housing opportunities, local amenities, economic strength and resiliency and when possible increase city revenue.

## SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

## SUPERVISION EXERCISED

General Supervision of assigned staff and/or outside contractors.

## NATURE OF WORK

**ESSENTIAL FUNCTIONS:** *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Cataloging, analyzing and assessing city real estate assets;

Prioritizing potential projects that leverage city assets;

Drafting leases, MOUs, ordinances, resolutions, confidentiality agreements and, as necessary changes to state legislation to include related lobbying;

Creating and administering RFPs/RFQs;

Negotiating leases, public/private partnership agreements, and economic development leases with public and private entities;

Responding to inquiries regarding city-owned properties;

Assessing development proposals and pro formas;

Arranging for and directing appraisers, accountants, surveyors, architects, engineers, attorneys, marketing consultants, other real estate consultants as necessary;

Coordinating city staff resources as required;

Creating site layouts, master plans and other graphical documents when necessary;

Attending meetings with government officials, city staff, and private parties as necessary;

Promote projects and investigate opportunities related to city-owned properties

Assessing city policies/ordinances that effect the leveraging of its assets;

Drafting press releases;

Developing and managing a web presence;

Supervise the city's Property Manager and property management functions;

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Supervise other staff of the Asset Development Office.

## **MINIMUM QUALIFICATIONS**

## **EDUCATION AND EXPERIENCE**

Master's Degree in Real Estate Development, Engineering, Planning, Land Use, Architecture, Construction Management or related field. Professional licensure preferred.

## **AND**

Ten (10) years of progressively responsible experience in land use planning, land development, and/or engineering. Experience in both a city, county or state government and in the private sector is required.

## **ADDITIONAL REQUIREMENTS**

Must possess a valid driver's license and obtain a City of Santa Fe driving permit within three months of hire.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of the principles, practices, and political issues of real estate development and land use regulation. Extensive knowledge and experience with City of Santa Fe land development regulations, development entitlement processes, neighborhood groups and their interests, and governmental structure and requirements. Experience with zoning regulations, historic ordinances, overlay districts, adopted building codes, construction permitting and code enforcement. Experience with the analysis, drafting, and approval processes of municipal ordinances, resolutions and state statutes.

Demonstrated ability to solve problems and resolve conflicts. Ability to analyze financial, physical, and political issues related to real estate development, public/private partnerships, and asset repositioning. Ability to marshal resources to analyze issues thoroughly and accurately for recommendation of courses of action to policy makers and deciding bodies. Demonstrated ability to communicate clearly and concisely both orally and in writing. Demonstrated skills in public speaking and in making presentations before governmental bodies and community organizations. Ability to establish and maintain cooperative working relationships with other city departments, elected city and county officials, committee members, community groups and the general public. Ability to prepare and administer the annual Department budget, inclusive of forecasting of funds needed for staffing, equipment, materials and supplies.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Work is performed in an office setting and in the field with frequent evening and weekend hours and intermittent travel required.

## **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**