

# AUSTIN ISD

## JOB DESCRIPTION

JOB TITLE:	BD DIRECTOR REAL ESTATE AND ASSET MANAGEMENT			FLSA STATUS:	EXEMPT
PAY GRADE:	CAD 3	DUTY DAYS:	226	DATE REVISED:	09/08/2025 HC
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.				

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in Finance, Accounting, Business, Marketing, or Real Estate or a related field is required. Seven (7) years of cumulative experience in Real Estate Portfolio Management is required. Fluency in English and Spanish is preferred. A valid Texas driver's license is required. Some district-wide and state travel required.

### **SKILL REQUIREMENTS**

This position requires a thorough understanding of various real estate transactions, the administrative processes of researching, planning, organizing, implementing, monitoring, and evaluating for the wide variety of programs, processes and projects related to a school district's function. In addition, the incumbent must understand the processes asset management and real estate planning. This position requires excellent oral and written communication, analytical and presentation skills. Employees in this position must be able to read, write and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, or consultants.

### **JOB PURPOSE AND RESPONSIBILITY**

This position will be responsible for the professional direction and strategic leadership of the District's long-term real estate portfolio as it aligns with the Long-Range Facilities Plan. The incumbent is responsible for the day-to-day management function of the department. This position is responsible for the developing and implementing the District's real estate plan and overseeing daily real estate portfolio management. The incumbent reports to the Executive Director of Planning and Asset Management and is responsible for working with diverse staff, community groups and consultants. This position must be able to assemble, analyze and present a variety of real estate data to varied constituencies as appropriate.

### **ESSENTIAL FUNCTIONS**

- Oversee preparation and negotiation of contracts, inter-local agreements, license agreements, deeds, mortgages, condemnation proceedings and other real property legal documents on behalf of the District.
- Responsible for coordinating and obtaining Board approval for all facility lease agreements with local municipalities for joint use of recreational areas on and off-campus; reciprocal use of facilities; construction and/or lease and funding; interlocal agreements; commercial leases.
- Provide support services to assist other departments in finding locations, negotiating agreements, and assuring that prospective leased spaces are code compliant, and meet the needs of the programs slated for the leased space.
- Negotiates sales price and assists in the preparation of Sales and Purchase Agreements for presentation to the Board for approval.
- Provides support to project managers during construction and post construction of school and ancillary facility projects in preparing and processing utility agreements and easements.
- Analyze the real estate market to identify/respond to acquisition/disposition opportunities/requests. Recommend the acquisition and disposition of real estate properties ensuring adherence to the District's planning efforts.
- Interact with brokers and other consultants.
- Prepare term sheets and assist in lease, sell, or purchase negotiations and the creation of exhibits.
- Oversee the development of real estate financial models for review and presentation.

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- Establish standards of quality and systems to achieve these standards when needed. Establish general operating standards if no District, state or federal rules and regulations exist. Continually review progress toward achieving quality standards. Align resources to support the systems and infrastructure necessary to achieve quality standards.
- Support the development and update of the Long-range Facilities Plan.
- Assist the Executive Director of Planning and Asset Management to develop and administer the annual departmental budget.
- Represent department and District at policy making meetings, committees, and task forces.
- Work collaboratively across departments to develop systemwide protocols and procedures and ensure compliance with policies to ensure project success.
- Assist in ensuring compliance with state, federal and local regulatory requirements as well as environmental impact issues.
- Stay current on industry trends and attend related training and conferences to create progressive systems. Implement contemporary strategies in facilities management leadership.
- Assist in the recruitment and hiring of District employees for various positions.
- Support the Executive Director of Planning and Asset Management to identify improvement needs for the program and for individual staff members. Facilitate the participation of both individuals and groups of staff in appropriate professional development programs and activities.
- Receive, address, and respond to inquiries, requests for information, grievances and public complaints related to facilities issues and/or information.
- Assist in various other real estate-related activities including such matters as obtaining and granting utility easements, interaction with other public and governmental entities, and working with District construction and bond-program staff members on facility issues.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

### **OTHER DUTIES AS ASSIGNED**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15-44 pounds)

**Environment:** Standard office or school setting; may work prolonged or irregular hours; districtwide travel

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**Mental Demands:** Maintain emotional control under stress; prioritize work to meet deadlines, have a calm demeanor, and work cooperatively with others

### **PERSONAL WORK RELATIONSHIPS**

This position reports the appropriate supervisor of the department. The incumbent receives direction from the supervisor who evaluates the impact of the incumbent's work on the division. Incumbent has regular contact with school administrators, AISD staff and community members especially those in the areas of real estate services and related professional services.

*The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**I have read & acknowledge the job description above.**

**Employee Signature:**

**Date:**