



Job Description

Position Title:	Senior Real Estate Coordinator
Job Title:	Senior Real Estate Coordinator
Function:	Real Estate & Construction
Family:	Real Estate
Reports to:	Senior Executive Director Capital Development and Construction Services

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$72,480	Mid-Point Salary:	\$88,060
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Workdays:	240	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is both local and bond-funded.				

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

The Senior Real Estate Coordinator supports the planning, acquisition, disposition, and management of the district's real estate portfolio. This role involves assisting with all phases of commercial real estate transactions, from due diligence and contract negotiation to closing and post-transaction management.

Working collaboratively with both internal departments and external partners, the coordinator ensures that all real estate activities align with the district's strategic goals and comply with all applicable laws and regulations.

Essential Functions / Key Responsibilities

1. Leads all aspects of commercial real estate transactions, including land acquisitions, dispositions, leases, and easements.
2. Leads the planning, acquisition, disposition, and ongoing management of the district's real estate assets.
3. Manages all stages of real estate transactions, including due diligence, contract negotiation, closing procedures, and post-transaction administration.
4. Works closely with internal departments and external partners to ensure real estate activities support the district's overall objectives.
5. Responsible for preparing and processing essential commercial real estate documents, such as purchase agreements, leases, and closing documents.
6. Maintaining accurate and up-to-date property records is a key duty. This includes managing lease agreements, tenant information, and maintenance logs.
7. Leads various lease administration tasks, including collecting rent payments and managing lease renewals.
8. Research and stays informed about real estate laws and regulations to ensure all district activities are compliant.



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9. Consult with city and utility company officials to affect land planning requirements. Consult with the district's administrators, and community representatives to evaluate specific requirements in matters of site or facility selection
10. Present to community, schools, administration, and board of trustees on real estate transactions, planning and development issues
11. Coordinate lawsuits on condemnations
12. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university in Urban Planning or related field or 4 years equivalent experience
- 3+ years of progressive experience in commercial real estate.
- Candidate must have a satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Master's Degree from an accredited college or university.
- 8+ years of progressive experience in urban planning or related fields.

Knowledge, Skills & Abilities

- Advanced user of Microsoft Excel, intermediate user of Microsoft Word, Access, PowerPoint
- Excellent numerical skills
- Strong organizational, communication (both written and verbal), management, and interpersonal skills
- Ability to multi-task and meet deadlines
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment
- Daily attendance and punctuality at work are essential functions of the job

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to the position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports



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- None

San Antonio ISD is committed to non-discrimination based on race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: Date: