



# Chief of Land Acquisition





*The District has a mission to preserve a rich heritage of natural and cultural resources and provide open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the Park District in all its activities.*

## ■ THE DISTRICT

The East Bay Regional Park District (EBRPD) contains 73 parks, 55 miles of San Francisco and Delta shorelines, 1,330 miles of park trails, and a regional green trail transportation network of 250 miles of paved trails all within its 126,000 acres, making it the largest regional Park District in the United States. The EBRPD has a diverse portfolio of parks, from shorelines, lakes, mountains, forests, wilderness areas, swim facilities, golf courses, and cultural sites. These parks reach across two counties, which include 33 urban cities.

Located on the eastern side of the San Francisco Bay, the East Bay quality of life offers open spaces, waterways, world-class educational and cultural institutions, urban centers, and a culturally diverse community. The East Bay has drawn many of the region's most innovative companies, workers, and students from around the world, thus creating many economic opportunities. The District works to ensure a healthy and thriving ecosystem that protects wildlife and habitat by adapting to the changing climate by restoring wetlands, repairing levees, thinning trees, monitoring algae blooms, and building park facilities.

The EBRPD is a result of decades of hard work by innumerable citizen activists, elected district directors, general managers, district employees, environmental organizations, public officials, volunteers, and taxpayers who have collaborated to ensure that residents in the region have access to a system of magnificent regional parklands. The District is dedicated to honoring the rich history and diversity of this community through leadership and a workforce that reflects the community it serves.



## ■ THE DIVISION

The East Bay Regional Park District Acquisition, Stewardship & Development Division is based out of Park District headquarters in Oakland California. The division is comprised of approximately 90 full-time equivalent (FTE) employees, has a \$28 million operating budget, and manages these four distinct departments.

The Design & Construction department leads major capital improvement development projects that expand and maintain the Districts' assets as well as improve ecosystem functions while integrating compatible public access. Additionally, the department supports non-capital projects by providing design and survey services as needed.



The Planning, Trails, & GIS department reviews and provides input on land use decisions of East Bay governments that relate to the District, working with public agencies, the private sector, and key stakeholders to pursue strategies that will ensure the fiscal and geographic health of the District. The Department provides trails development, land use planning, mapping, geographic information system, and graphic support services, to acquire, manage, maintain, and restore District parklands and regional trail network.

The Stewardship department protects natural resources by identifying and guiding projects and programs that restore and enhance wetlands, riparian corridors, native vegetation, and habitat throughout the District's park lands. The Department also provides resource management services to guide the development and management of District parklands to ensure the long-term protection of natural resources, including designing avoidance measures and monitoring impacts on vegetation, wildlife, and water to ensure that natural parkland ecosystems are maintained in a healthy and productive condition.

The Land Acquisition department develops and implements strategies to acquire and preserve significant biologic, geologic, scenic, recreational, and historic properties, and resources, and to improve public access to parks and trails in accordance with the District's Master Plan.



## ■ THE POSITION

The Chief of Land Acquisition is under the direction of the Assistant General Manager of Acquisition, Stewardship & Development. This position directs and oversees the work of the Land Acquisition unit to ensure the District's ongoing series of land acquisitions are made in a manner which is efficient, timely, according to plan, and in all ways proper. The Chief of Land Acquisition works with the public regarding common boundary line issues, easement rights as they affect land and other real property issues, and with department staff in the development of negotiation goals and strategies.

### **Key Areas of Responsibility:**

#### 1) The acquisition of specific parcels:

Coordination of all tasks necessary to negotiate, process, and close acquisition agreements. Focuses on negotiation of price and contractual terms, and support tasks such as arranging appraisal, surveying, mapping, title search, easement identification, and related tasks through close of escrow.

#### 2) The overall program subsuming all acquisitions in-process:

Oversight of the full calendar of acquisitions in process so that the status of every parcel is monitored throughout, necessary logging tasks are attended to, and the attendant costs are scrutinized for appropriateness and against budget parameters.

#### 3) The supervision of the operating unit:

Ongoing supervision of subordinate staff, including scheduling and assigning work, reviewing work product, and the selection and training of new permanent staff. Will also perform similar supervisory responsibilities, which are relative to consultants required by that unit. Such consultants may include attorneys, appraisers, negotiators, and various technical experts, such as engineers, surveyors, geologists, etc.

Candidates must have familiarity with condemnation procedures, relocation assistance, appraisal review, preliminary title report review and preparing a scope of work for geotechnical reports and surveys; knowledge of the California Environmental Quality Act and the National Environmental Protection Act as they may affect the acquisition of real property; familiarity with the Subdivision Map Act, particularly its relevance to the negotiation and acceptance of parcel dedications; and a thorough understanding of real estate law, including an understanding of the interpretation of easements and other encumbrances, which may impact the use of real property.



## ■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate must be a highly organized professional who is well-versed in land acquisition, conservation easements, leases, encroachments, contracts, real property purchases/transactions, and real estate law. Candidates must have very strong negotiation skills and have the ability to handle challenges both strategically and tactically, thoroughly research and analyze problems, evaluate risks. The ideal candidate shall have the leadership presence and political aptitude to anticipate and plan for issues of concern, as well as have the emotional intelligence to not buckle under pressure. It is essential for candidates to have experience working in the public sector, as well as engaging with elected officials and legal advisors.

It is imperative for the Chief of Land Acquisition to be an outstanding written and verbal communicator, along with exceptional interpersonal, analytical, and presentation skills, balanced by the ability to handle sensitive situations with diplomacy and the utmost confidentiality. It is ideal for candidates to also be skilled in conflict management and resolution to include the ability to encourage creativity and differences of opinions, able to anticipate and take steps to prevent counter-productive confrontations, as well as manage and resolve conflicts and disagreements in a constructive, professional manner.

The ideal candidates should have a successful track record of creating a positive workplace environment, identify and tap into their team member's true potential and develop their skills and talents for future growth opportunities. This "community steward" must be deeply committed to the mission of public service and be an advocate for the mission and values of what the East Bay Regional Park District embodies and strives to provide the community.

The ideal candidate for the next **Chief of Land Acquisition** shall also have the following core competencies:

- » **Creativity & Change Management** – The ability to bring about strategic change, both within and outside the organization, to meet the districts goals. Acts as a catalyst for change. Has the ability to develop new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- » **Leadership** – The ability to lead people toward meeting the district's vision, mission, and goals, and provides an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts; has the ability to build and manage a workforce based on district goals, budget considerations, and staffing needs; experience managing performance, coaching, mentoring, and providing a positive work environment; takes action to address performance problems in a timely manner.
- » **Results Driven** – The ability to meet district goals and public expectations and make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks; able to hold self and others accountable for measurable high-quality, timely, and cost-effective results; determines objectives, sets priorities, and delegates work; accepts responsibility for mistakes. Complies with established control systems and rules; able to position the district for future success by identifying new opportunities; builds the district by developing or improving products or services.
- » **Administrative Oversight** – The ability to manage financial and information resources strategically; the ability to review and understand budgets; aware of procurement and contracting process to achieve desired results; monitors expenditures and uses cost-benefit thinking to set priorities; knowledge of Microsoft Office and makes effective use of other software/technology tools to achieve results.
- » **Partnership & Collaboration** – The ability to build internal and external partnerships and coalitions; develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals; identifies the internal and external politics that impact the work of the district; perceives district and political reality and acts accordingly; persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

## ■ EDUCATION & EXPERIENCE

Bachelor's Degree from an accredited college or university in degree in a related area such as: business, real estate, finance, etc., or an unrelated degree supplemented by equivalent related course work or training; and six (6) years of experience in one or several related capacities such as: real estate law, real estate finance, land acquisition, acquisition planning, right-of-way work, etc. At least three of the six years should be of professional-level status in this field and include supervision of staff.

## ■ COMPENSATION AND BENEFITS

The salary range for this position is **\$147,679.92 - \$188,427.12**. Placement within this range is dependent on experience and qualifications. The District also offers a generous benefits package including:

**Holidays** – 14.5 paid holidays per year.

**Sick Leave Accrual** – 12 days per year; unlimited accrual.

**Retirement** – CalPERS: Classic (2.5% @ 55 formula) for employees established with PERS prior to January 1, 2013, and PEPR (2% @ 62 formula) for employees hired on or after January 1, 2013. Employee contribution rate of 7%-8% based on CalPERS membership.

**Medical Insurance** – Choice of CalPERS HMO and PPO Health Plans. The Park District pays 100% of family Kaiser.

**Vision Care Insurance** – Employee paid standard plan or buy-up plan; Coverage through Vision Service Plan (VSP).

**Dental Insurance** – District paid; Delta Dental PPO/ Delta Dental Premier; Annual maximum benefit of \$2,000 per enrolled employee and each eligible enrolled dependent \$50 annual deductible per person, \$150 max per family

**Flexible Spending Accounts** – Employee can elect pre-tax payroll deferral amounts for medical care and/or dependent care FSA Plan permits an annual election of up to \$2,850/year for eligible medical expenses and up to \$5,000/year for dependent care expenses.

**Long-Term Disability** – District Paid; Coverage through NY Life.

**Short-Term Disability** – State Disability Insurance (SDI) or Paid Family Leave (PFL).

**Tuition Reimbursement** – District pays up to a maximum of \$1,600 per calendar year.

**Other Benefits** – Employee Assistance Plan (EAP), Life Insurance, Deferred Compensation Plan.

Park District employees participate in Social Security and Medicare.



## ■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, September 29, 2023**. Please submit your materials to: <https://www.cpshr.us/recruitment/2240>.

For additional information about this position please contact:

**CPS HR**  **CONSULTING**

KYLIE WILSON  
Senior Executive Recruiter  
E-mail: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)  
Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be invited to interview with the District. Media checks and a comprehensive reference and background check will be performed on final candidates.

