



## **Deputy Director Real Estate Services Division (Exempt)**

The California State Department of General Services (DGS) is presently seeking candidates for the position of Deputy Director within its Real Estate Services Division (RESD).

### **Organization:**

The DGS RESD is charged with fulfilling the facility and real property needs of California state agencies through asset management and planning, property sales and acquisition, project management, architectural and engineering services, leasing and planning, property management and building maintenance, construction management, energy efficiency and supply programs, and environmental assessments.

The RESD Deputy Director would oversee the successful implementation of these services, supervise a staff of more than 2,100, manage a budget in excess of \$420 million, and direct a real estate portfolio of over 45 million square feet.

### **Key Issues and Priorities:**

Recently, the Administration has instituted a series of measures in an effort to change the way the state manages its real estate assets. These measures include:

- The sale and lease back of state owned buildings;
- Accelerated sales of state surplus property;
- The sale of state high-value properties; and,
- Entering into leasing agreements for underutilized state property.

As successfully implemented, these measures will have positive, long term effects on the state's real estate portfolio and have the potential to generate significant income to the state.

### **Ideal Candidate:**

A successful candidate for the RESD Deputy Director position will have both the experience and proven track record necessary to direct the division and help implement the Administration's ambitious asset management program. Desirable qualifications include:

- Seven years or more of broad and extensive real estate investment experience for a large financial institution, real estate investment or development firm, or governmental agency, including experience in leading or coordinating professional staff; and provide asset management of a large portfolio of real estate holdings.

- Ability to advise top level management in the formulation of the Administration's initiatives.
- Ability to exercise sound judgment in developing policies and negotiating problem resolution with the Administration, Agency Secretary, Legislature, department Directors and other stakeholders.

**Ideal Candidate (continued):**

- Experience working with internal and external counsel and brokers in negotiating new real estate sales, leases and contract amendments.
- Ability to develop and lead real estate transactions from beginning to end, knowing when to consult with relevant parties, and maintaining key timelines and objectives throughout the process.
- Ability to create and execute overall real estate strategies and plans for statewide real estate assets.
- Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch.
- Knowledge of the state's real estate and capital outlay process.
- Ability to identify and accurately understand complex issues, develop, and implement an effective course of action.
- Ability to develop cooperative working relationships with representatives of all levels of government, including state, local, and federal, and the Legislature.

**Core Competencies and Personal Characteristics:**

The State and Consumer Services Agency is searching for a Deputy Director with the following characteristics:

- Strong sense of ethics, personally and professionally;
- Visionary; and,
- An agent of change.

**Application Process and Recruitment Schedule:**

This position is opened until filled. Applicants are encouraged to submit timely. To be considered for the position, please submit a cover letter with current resume, salary, and five working-related references to:

**State and Consumer Services Agency  
915 Capitol Mall, Suite 200  
Sacramento, CA 95814  
Attn: Brent J. Jamison**

Resumes will be screened in relation to the criteria outlined in this Job Opportunity Bulletin. Candidates with the most relevant qualifications will be given interviews. Contact: (916) 653-4090