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# DIRECTOR OF REAL ESTATE SERVICES

## COUNTY OF SAN BERNARDINO

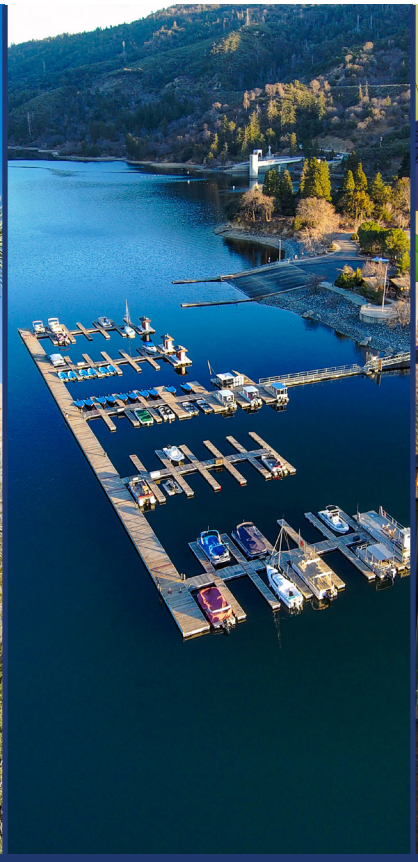
### SAN BERNARDINO, CALIFORNIA

**ANNUAL SALARY: $162,260.80–$230,380.80 DOE/DOQ***

**THE COUNTY OF SAN BERNARDINO, CALIFORNIA, is seeking an innovative, collaborative, and forward-thinking Director of Real Estate Services** to provide strategic leadership over its extensive property portfolio and advance major investments, development opportunities, and facility improvements throughout the County. Reporting to the Deputy Executive Officer and overseeing approximately 50 staff and an annual budget exceeding $16 million, the Director guides complex operations, maximizes the value of public assets, and supports the County's evolving needs. This opportunity calls for a dynamic, service-oriented executive who combines extensive real estate expertise and sound financial judgment with the ability to bring fresh perspectives, inspire teams, and build meaningful partnerships across the organization. **Apply today to lead impactful initiatives, influence strategic decisions, and make a lasting difference in one of California's largest counties!**

# THE COMMUNITY

**SAN BERNARDINO COUNTY HAS A BEAUTIFUL NATURAL ENVIRONMENT** with towering mountains, lush palm trees, and a colorful variety of desert plants. The surrounding landscape provides a plethora of recreational opportunities, from boating on the serene waters of Lake Arrowhead, exploring vast desert vistas at Joshua Tree National Park, and hiking the arid expanses of the Mojave National Preserve. Beyond its stunning beauty, the County is a hub of economic activity, with sectors ranging from logistics and manufacturing to healthcare and tourism. It is also located near larger urban areas like Los Angeles and Orange County, providing access to additional amenities such as entertainment and dining options. The County's history is deeply rooted in the pioneering spirit of the American West, evident in its numerous historic sites, museums, and cultural landmarks. The County spans 20,105 square miles with 24 incorporated cities, and is home to 2.2 million diverse residents. It also boasts reasonable costs of living in the State of California, approximately 20% lower than the State average!



# THE COUNTY

**SAN BERNARDINO COUNTY, THE LARGEST COUNTY IN THE CONTIGUOUS** United States by area, has 27,000+ full-time employees and manages an annual budget of approximately $10.9 billion. It is comprised of 42 departments and agencies, which are staffed by dedicated public service professionals who provide a wide range of vital services. The County's organizational culture is defined by four pillars: value, innovation, service, and vision.

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# THE DEPARTMENT & THE JOB

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**THE REAL ESTATE SERVICES DEPARTMENT (RESD)** provides comprehensive real estate and property-related services to County departments and other governmental agencies. With approximately 50 staff and an annual budget exceeding $16 million, the Department manages a diverse portfolio that includes 264 County-owned buildings and an extensive inventory of leased properties. Its services encompass property acquisition and disposition, leasing, property management, appraisals, easements, land negotiations, and capital improvement projects. RESD also coordinates the planning, design, construction, and modernization of County facilities to support safe, accessible, and efficient public operations. Committed to exceptional customer service and fiscal responsibility, the Department plays a vital role in maximizing public resources and meeting the County's evolving facility and infrastructure needs.

Reporting to the Deputy Executive Officer, the Director of Real Estate Services guides departmental performance, oversees complex property transactions, and provides strategic recommendations to County leadership and the Board of Supervisors. A key focus will be strengthening internal coordination, fostering accountability, and ensuring responsive service delivery across County departments.

## Key Responsibilities Include:

- Directing departmental administration, establishing policies and procedures, and setting performance expectations to ensure effective service delivery.
- Managing the County's real estate portfolio, overseeing property transactions, lease agreements, and the strategic use of public assets.
- Evaluating real estate opportunities, leading complex negotiations, and presenting recommendations to the Board of Supervisors and executive leadership.
- Guiding facility modernization, capital improvement projects, and departmental relocations to address evolving infrastructure needs.
- Administering departmental budgets and fiscal controls while identifying land development, property utilization, and revenue-generating opportunities.
- Collaborating with County departments, government agencies, and external partners to address facility needs, coordinate projects, and support organizational priorities.
- Building a collaborative, high-performing team through staff development, clear expectations, open communication, and accountability.
- Overseeing lease administration, improving internal processes, and ensuring timely and consistent project delivery.

## UPCOMING PROJECTS & OPPORTUNITIES

**ORGANIZATIONAL DEVELOPMENT & TEAM ALIGNMENT.** Enhance departmental effectiveness by refining organizational processes and improving coordination across functional areas.

**LEASE PORTFOLIO OPTIMIZATION.** Lead efforts to resolve a significant backlog of expired lease agreements, bringing leases up to date and establishing more proactive portfolio management practices.

**FACILITY MODERNIZATION & RELOCATIONS.** Advance Countywide facility upgrades, renovations, and departmental relocations to address deferred maintenance and support evolving operational needs.

**STRATEGIC LAND TRANSACTIONS & DEVELOPMENT.** Lead complex property negotiations, land exchanges, and development initiatives, including ongoing coordination with the City of Ontario.

**REVENUE GENERATION & ASSET OPTIMIZATION.** Explore innovative property utilization strategies and revenue-generating opportunities, including recreational developments.

# THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE IS A COLLABORATIVE, APPROACHABLE,** and results-oriented leader who brings extensive experience in real estate portfolio management, complex property transactions, and organizational leadership. Organized, detail-oriented, and proactive, they demonstrate initiative, humility, and sound judgment while navigating competing priorities and driving meaningful improvements. Their hands-on leadership style reflects a genuine appreciation for staff expertise, openness to diverse perspectives, and a commitment to empowering employees and fostering a positive, supportive work environment. They cultivate productive working relationships and a shared sense of purpose through open communication and a commitment to supporting others. With a practical, solutions-focused approach and a commitment to exceptional customer service, the ideal Director adapts to changing needs, leads by example, and inspires confidence through consistent follow-through and a dedication to results.

## The ideal candidate will demonstrate the following core competencies:

**Financial Acumen & Strategic Planning:** Expertise in budget administration, real estate investment analysis, fiscal oversight, and long-term asset planning to ensure responsible resource allocation and maximize property value.

**Organizational Management & Performance:** Experience directing multidisciplinary teams, including union-represented employees, implementing effective policies and procedures, and establishing performance measures to support efficient departmental operations.

**Executive Communication & Stakeholder Engagement:** Experience presenting complex real estate matters to elected officials and executive leadership, coordinating with government agencies and external partners, and navigating high-level decision-making processes.

## EMPLOYMENT STANDARDS

**Education:** A bachelor's degree from an accredited college or university in Real Estate, Business Administration, Public Administration, Finance, Economics, or a closely related field.

**Experience:**

- Five (5) years of progressively responsible professional experience in commercial or public-sector real estate, which includes significant responsibility in one or more of the following areas: real property acquisition and disposition, commercial leasing, property or asset management, real estate development, appraisal, right-of-way acquisition, or complex real estate negotiations.
- Qualifying experience must include at least three (3) years in a management or executive leadership capacity with responsibility for directing professional staff, programs, projects, or major real estate functions.

### HIGHLY DESIRABLE

- Experience managing a large and diverse real estate portfolio; negotiating complex commercial real estate transactions; working with public agencies, governing boards, or other governmental entities; and providing strategic oversight of budgets, contracts, capital projects, and multidisciplinary professional staff.

### PREFERRED

- Real estate license
- Public sector experience




# COMPENSATION & BENEFITS

**Annual Salary: $162,260.80–$230,380.80 DOE/DOQ***

*The County also offers an alternative **Modified Benefit Option (MBO)** that provides the opportunity to convert from a regular position with traditional benefits to a regular position with modified benefits and a 4% wage differential.

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- County pension (**www.sbcera.org/**) vested after five years of service
  - 2% at age 55 (Tier I)
  - 2.5% at age 67 (Tier II)
  - Reciprocity provisions may apply
- 401(k) Defined Contribution Plan with 2 times employee contribution, up to 8%
- 457(b) Deferred Compensation Plan with County contribution 1 times employee contribution, up to 1%
- Retirement Medical Trust (RMT) with County Contribution (based on service hours)
- Medical and Dental Insurance for the employee and eligible family members with premium subsidies
- County paid Vision Insurance for the employee and eligible family members
- **Basic Term and Group Universal Life Insurance**
- **Short-Term Disability**
- **Vacation:** 80-160 hours per year, based on service hours; maximum carryover of 480 hours
- **Sick Leave:** 3.69 hours per pay period
- **Admin Leave:** 80 hours per year. Unused balance will cash out in pay period 26
- **Holidays:** 14 paid per year, plus one paid floating holiday; maximum carryover of 120 hours
- **Perfect Attendance:** Up to 16 hours of PAL
- **Bereavement:** 3 days per occurrence
- **Automobile Allowance:** Bi-weekly allowance of $461.54
- **Portable Communication Allowance:** Bi-weekly allowance of $92.31
- **Voluntary Programs:** Supplemental Term Life Insurance, AD&D Insurance, Flexible Spending Account, Dependent Care Assistance Program, 529 Savings Plan, Combined Giving, Commuter Service, Employee Discounts, Wellness Program, Employee Assistance Program, Annual Tuition Reimbursement, Tuition Loan Repayment, and Healthy Lifestyle Program
- **Relocation Assistance Available:** Up to $10,000 based on actual expenses incurred and documentation.
- **Eligible for "9/80" Work Schedule**

**See full benefits information, including information regarding a Modified Benefit Option (MBO) here**

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# HOW TO APPLY

For first consideration, apply by **JANUARY 4, 2027** at:

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**WBCP JOB BOARD**

## SAVE THE DATES

Round one virtual interviews will take place on **FEBRUARY 2, 2027**. Finalists will move forward to round two in-person interviews on **FEBRUARY 12, 2027**. Selected candidates must be available for both dates.

## QUESTIONS?

Please contact your recruiter, **Terri Maus-Nisich**, with any inquiries:

**terri@wbcpinc.com**

**866.929.WBCP (9227)** toll free

**541.664.0376** direct