



Railroad Industry Opportunity:

Double Track Northwest Indiana (DT-NWI) Project
West Lake Corridor (WLC) Project
Chief Real Estate & Development Officer

Description:

The Northern Indiana Commuter Transportation District (NICTD) is seeking a qualified and experienced candidate to be considered as Chief Real Estate & Development Officer for its Double Track – Northwest Indiana (DT-NWI) and West Lake Corridor (WLC) Projects. Under minimal direction, the Chief Real Estate & Development Officer develops, plans, organizes and implements NICTD’s Real Estate and Development Division’s appraisal, acquisition, relocation, property management, lease negotiation, excess land, mitigation land, utility relocation, and all related real estate service needs. These functions include procurement, scheduling, budgeting, assigning, directing, tracking, troubleshooting; ensuring timely, accurate, and quality production from contracted real property consultants; sets and implements goals, policies, procedures, and work standards; coordinates all technical aspects of right of way activities with legal counsel in the eminent domain process including right of way certification for NICTD; and assists the NICTD’s Planning Department in the development and implementation of short and long term objectives of physical assets, properties, and real estate needs.

As part of NICTD’s South Shore Line (SSL) passenger rail service, the DT-NWI Project expands the SSL’s existing single track to double track from railroad milepost 33.3 west of Michigan Boulevard in Michigan City, IN, to milepost 58.4, just west of Tennessee Street in Gary, IN. The WLC Project provides new service to three municipalities in Lake County, IN: Hammond, Munster, and Dyer through a nine (9) mile line extension. This position offers a unique opportunity to help shape the future of both the SSL and the regional economy for the next 100 years. The successful candidate will join a team that is dedicated to successfully completing these capital investment projects on time and within budget.

Duties and Responsibilities:

This list is intended to indicate the general nature and level of work that is to be performed. It is not intended to serve as an exclusive or exhaustive list of tasks that may be required of the individual assigned to this job.

Under minimal direction, the Chief Real Estate & Development Officer performs the following functions:

- Oversees staff and consultants in the performance of complex technical right of way tasks in the areas of: hazardous waste assessment, valuation and appraisals, right of way engineering, business goodwill, acquisitions, excess land sales, property assemblage, and relocation of individuals and businesses for public projects.
- Oversees staff and consultants in the performance of complex technical property management tasks in the areas of: leasing, licenses, permits, inspections, maintenance, demolition, and clearance of properties.
- Manages and provides direct oversight and supervision to real property department administrators, including interviewing, training, planning, assigning work, appraising performances, and resolving personnel issues. Responsible for overall direction, coordination and evaluation of staff in accordance with NICTD policies and applicable laws.
- Oversees right of way and property management services provided by private consultants and other government agency staffs and consultants.
- Oversees expenditures and invoices of projects coordinated through cooperative agreements with state and municipal entities.
- Ensures compliance with all applicable policies, rules, regulations and laws; and keeps informed of legal, regulatory, and policy developments affecting areas of responsibility.
- Provides technical review of real estate elements of legal documents, including cooperative agreements, leases, licenses, permits, deeds, and other conveyance documents, real estate agreements, and thorough knowledge of the right of way certification process.
- Negotiates and administers leases of NICTD's leased and owned property; monitors and directs the activities of all property management needs.
- Develops, prepares, and manages budget for right of way acquisition and services for the Projects.
- Approves or recommends settlement terms, including negotiated dollar amounts, design obligations, projects obligations, and risk factors on behalf of NICTD to executive management and/or to the Board of Directors.
- Plans, organizes, and implements the NICTD's needs with legal counsel in the eminent domain process.
- Effectively represents NICTD in support of the Project Manager in meetings with governmental agencies, community groups and various businesses, professional and regulatory organizations, and other various stakeholders.

Qualifications:

Education and Experience:

- Bachelor's Degree in business administration or closely related field. Approximately eight (8) years minimum of experience continually gaining more responsibility in all phases of real property acquisition, leasing and management; including four (4) of those years in management; OR the equivalent combination of education and experience sufficient to successfully perform the essential duties as listed above.
- Experience with transit infrastructure projects funded by the FTA is preferred but not required.

Knowledge of:

- Legal proceedings in the eminent domain field, including case law, court settlement processes, business valuations, and inverse condemnation law.
- Principles and techniques in valuation, acquisition, relocation assistance, property management, and property disposition.
- Procedures in state and federal regulations involved in the acquisition, sales, management, leasing, and disposition of property.
- Legal instruments and documents of real estate transactions.
- Title, escrow, survey, legal descriptions, eminent domain, environmental laws and right of way certification.
- Lease agreement components, contractual provisions, title commitments and policies, real estate closing procedures, and real estate documents.
- Budgeting and financial planning for a department.
- Federal property regulations and relocation procedures found in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
- Principles and techniques in organizational management and leadership.

Ability to:

- Provide clear direction to staff, make timely decisions, and meet aggressive timelines.
- Successfully conduct high level negotiations for complex real estate transactions.
- Establish and maintain effective working relationships with internal departments, external agencies, and consultants.
- Understand and interpret legal documents, appraisals, engineering plans, right of way maps, and related documents.
- Communicate clearly and persuasively with appointed and elected government officials, business and community organizations, interest groups, customers, employees, consultants, and the general public.
- Manage multiple transit and transportation projects while maintaining an emphasis on cost control, budget, and schedule.
- Understand NICTD's goal and objectives.
- Speak at public hearings with excellent presentation skills.
- Prioritize work load and complete projects and assignments with accuracy and timeliness.
- Organize, analyze, interpret, and clearly explain operational and technical information in simple terms.

- Conduct all business in a professional, collaborative, and respectful manner with both internal and external customers and staff.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Additional Requirements:

- Demonstrated strong interdepartmental leadership with the ability to identify problems and develop and implement solutions.
- Self-starter mentality with the ability to address multiple priorities and meet deadlines.
- Proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint, etc.)
- Familiarity with project management software including MS-Project, P3, e-Builder, and ProjectWise is preferred but not required.
- The willingness to learn.
- The ability to work under occasionally high stress situations and uncertain conditions.
- Excellent verbal and written communication skills.
- Valid driver's license with satisfactory driving record. No recent drug, alcohol, or felony convictions.
- Must be able to fulfill the essential functions of the position, with or without reasonable accommodations.
- Must read, write, and communicate clearly and fluently in English.
- Must be flexible when unexpected changes in work assignments or priorities occur.
- Must pass all required assessments.
- Must pass a background screen.
- May require a post-offer medical examination, including drug and physical capabilities tests.

Physical Demands:

- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds.
- Must be able to walk and traverse uneven surfaces relating to non-public areas of railroad rights of ways in all weather and lighting conditions.

Position Schedule:

The anticipated normal working hours are during the daytime, Monday through Friday. Evening and weekend work may be necessary based on project and other operational needs. Travel may be required within the United States to meet with consultants, vendors, professional associations, and other entities.

Salary and Benefits:

The anticipated salary range is \$80,000 to \$110,000 based on education, skills, and work history. The benefit package includes full health benefits for both the employee and family, vacation, compensatory time, supplemental pension, and other fringe benefits received by NICTD management staff. Relocation may be offered under certain circumstances. Further details are available during the interview process.

Code of Conduct Statement:

NICTD is committed to maintaining the highest standards of conduct for safe public transportation. NICTD job positions are challenging and rewarding. Competitive pay and benefits are provided in a high performance culture that recognizes and values your contributions and helps you reach your career goals.

How to Apply:

Deliver, mail, fax, or e-mail a resume outlining your training, experience, and work history no later than 5 p.m., Friday, June 29, 2018, to NICTD's Director of Human Resources & Labor Relations at the address below. Late resumes will not be accepted nor will NICTD accept responsibility for misdirected, lost, or misaddressed resumes. Apply early; NICTD reserves the option to close this opportunity before the stated deadline for applications. Submission of a resume or other expression of interest does not guarantee an interview. Decisions regarding interviews are at the sole discretion of the Hiring Committee. Any applicant who desires confirmation that a resume has been received may contact Ms. Cindy McCann at (219) 874-4221, ext. 252. The contact information for delivering resumes is:

Mail or hand delivery:

Director Human Resources & Labor Relations
Northern Indiana Commuter Transportation District
Attn: Chief Real Estate & Development Officer Opportunity
601 N. Roeske Avenue
Michigan City, IN 46360-2669
Fax: (219) 872-5841
E-Mail: bjarne.henderson@nictd.com

NICTD IS AN EQUAL OPPORTUNITY EMPLOYER