



SUMMARY

Under direction, plans, organizes, and manages land acquisition projects. The land acquisition negotiator will be responsible for evaluating real estate opportunities and bringing potential properties for evaluation to the General Manager and the Board. The land negotiator will collaborate with internal and external partners, navigate regulations, and provide support in bringing forward viable options while ensuring California Environmental Quality Act (CEQA) compliance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff and works collaboratively with all leadership staff.

DISTINGUISHING CHARACTERISTICS

Successful performance requires working independently and demonstrating initiative and discretion to accomplish their own deliverables while providing vision, support and direction to the project team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

1. Guides land and easement acquisition projects from the inquiry stage through their transition to perpetual stewardship.
2. Collaborates with the leadership team on larger projects including trail or facility development.
3. Works closely with landowners, guiding them through the land acquisition process.
4. Negotiates transaction terms and addresses issues raised during due diligence.
5. Coordinates with various stakeholders to ensure project funding (federal, state, and local grants).
6. Conducting field investigations of properties.
7. Represents LARPD on matters related to real estate transactions, projects and partnerships.
8. Responsible for timely resolution of conservation real estate legal matters to protect conservation values, maintain good standing as a neighbor, and minimize risks to the organization.
9. Reviews environmental documents prepared for projects that are adjacent to or may impact LARPD properties and prepares appropriate responses to agencies.
10. Maintain records related to land portfolio and transactions.
11. Attend and/or speaks at meetings, community and professional functions, and conferences, as assigned.
12. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
13. Reviews a variety of documents for accuracy and completeness.
14. Conducts research, evaluates results, and prepares detailed analyses, reports, presentations, and general and technical correspondence.
15. Receives and responds to questions and concerns from internal and external customers; identifies issues and resolves problems or refers to the Manager as appropriate.
16. Completes special projects as assigned.
17. Works collaboratively with internal and external customers.
18. Assists with District special events, as needed.
19. Performs other duties, as assigned.

QUALIFICATIONS

- BA/BS degree in natural resources management, conservation, business, law or another related field of study and 3 years of related work experience in conservation, real estate, fundraising or other related experience, or equivalent combination of education/experience.

Knowledge of:

- Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to area of responsibility.
- Principles and practices and techniques of land use planning.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.



Ability to:

- Experience with real estate tools including easements, fee-title acquisitions, donations, deed restrictions, facilitated land purchases, and a working knowledge of land leases.
- Familiarity with natural history and conservation issues, as well as current trends and strategies in the conservation field.
- Experience with land use entitlements, zoning, the California Environmental Quality Act and General plans.
- Adept project management skills
- Creative problem-solving abilities
- Excellent communication skills demonstrated through written, verbal, and graphical communication in English, enabling effective communication of ideas and strategies to stakeholders at all levels.
- Proven track record in negotiating complex real estate or legal agreements, demonstrating strategic foresight and sound decision-making abilities.
- Experience cultivating partnerships, building relationships, and working collaboratively with teams to coordinate resources and achieve goals.
- Familiarity with various computer systems, including database and project management applications.
-

Licenses and Certifications:

NA

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

New position 5/7/24, Reviewed and updated on 12/16/24



Livermore Area
Recreation and Park District

An independent special district

