

Deputy Director of Real Estate and Business Development

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**Published Date:** Mar 17, 2025

**Location:** US

**Company:** Los Angeles Unified School District

### **SALARY DETAILS**

\$14,147.42 - \$17,532.42 Monthly

### **APPLICATION FILING DATES**

March 17, 2025 - April 1, 2025

### **INFORMATION ABOUT LAUSD**

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

### **DEPARTMENT OR SCHOOL SITE**

The Los Angeles Unified School District's Facilities Services Division is responsible for the execution of the District's school construction bond programs for construction projects, the maintenance and operations of schools, and the utilization of existing assets.

The Asset Management Branch has the strategic responsibility of the District's facility planning function, which includes long range master planning, project development, performance specifications, and construction acquisition programs for new and charter schools, while providing functional direction over areas that include Planning and Design Management, School Management Services, Real Estate, Standards, and Relocatable Housing. For more information about the Facilities Services Division, please visit [www.laschools.org](http://www.laschools.org).

### **BENEFITS**

**Insurance:** District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans.

**Retirement:** Membership in the California Public Employee Retirement System (CalPERS).

**Vacation:** 24 days each year.

**Paid Holidays:** Up to 13 days.

### **JOB DUTIES/RESPONSIBILITIES**

The Deputy Director of Real Estate and Business Development directs the use, development, permitting, licensing, fees and revenue collection, and management of the District's non K-12 real estate assets and strategic initiatives, particularly those that involve the use, sale, exchange, occupancy or repurposing of existing assets or additions to the real estate portfolio.

Additional duties may include:

- Overseeing lease negotiations and supervises staff engaged in arranging for licenses, permits, easements, street and alley vacations, short and long term leases, joint use agreements and conducting auctions.
- Preparing and presenting reports and recommendations to senior management, Board Members, the Superintendent, the Board of Education, as well other government officials, school stakeholders and the public at large.
- Acting as real estate subject matter expert in public meetings and communications for programs and initiatives in the department.
- Developing criteria used for the selection of real estate consultants as well as management of and monitoring consultant performance to ensure compliance with contractual agreements.
- Analyzing proposals and studies for the use of the District's real property.

Full description of duties and responsibilities can be found at <https://www.lausd.org/Page/18661> .

### **MINIMUM REQUIREMENTS**

#### **Education:**

Graduation from an accredited college or university with a bachelor's degree. A major in business administration, real estate, urban planning, accounting, finance, public administration or communications is preferred. Graduate level courses in real estate is preferred.

Experience:

Three years of management experience in real estate which may include, the acquisition, disposition, evaluation, underwriting and negotiation of real property sale, lease, license, joint ventures, Memorandum of Understanding (MOU) and public private partnerships (P3). Experience within a public institution or agency is preferred.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

NOTE: Candidates who have completed college or university course work at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a "Detailed" evaluation report. The original degree evaluation must be presented. For a list of approved transcript evaluating agencies, please visit <https://www.ctc.ca.gov/credentials/commission-approved-foreign-transcript-evaluating-agencies>.

**DESIRABLE QUALIFICATIONS**

The ideal candidate will have a foundation in principles of real property asset management and real estate, laws, regulations, and processes regarding governmental/public property acquisition, leasing, and disposition, structuring, and closing joint use and development agreements; principles of planning, forecasting, negotiating, development, financing and entitlement of a variety of product types which may include, educational, office, industrial, medical and residential facilities.

Furthermore, the ideal candidate will have capabilities as a leader as well as a manager, and will be comfortable in a team-oriented working environment with an open and accessible management style. He or she should have excellent communication skills, written and verbal; and the ability to explain and communicate, in both writing and orally, complex and technical issues to a variety of stakeholders, e.g. the Superintendent, Board Members, colleagues, Branch staff, District employees, and administrators.

**EMPLOYMENT SELECTION PROCESS**

Please be sure to include correspondence from lausd.net AND successfactors.com as approved senders to prevent our correspondence from accidentally being placed into your spam or junk e-mail folder. We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. We encourage you to visit our website, <http://www.lausdjobs.org> periodically to

check for the next recruitment and we encourage you to apply again. For more information about the LAUSD employment assessment process, visit the hiring process section of our website at <https://careers.lausd.org/pc/content/How-to-Apply/>.

If you have questions regarding the employment selection process, please contact Yazmin Garcia at [yazmin.garcia@lausd.net](mailto:yazmin.garcia@lausd.net).

### **APPLICATION PROCESS**

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION? Email us at [helpmeapply@lausd.net](mailto:helpmeapply@lausd.net)

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>. The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

### **ADDITIONAL POSTING INFORMATION**

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months.

The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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