

REAL PROPERTY MANAGER



Remembering what connects us.



THE COMMUNITY

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Tustin (pop. 79,326) is located just 37 miles southeast of Los Angeles, in the heart of Orange County, and offers an exceptional quality of life complemented by an ideal Southern California climate. This vibrant City of Trees is known for its outstanding quality of life characterized by low crime, superior schools, quality neighborhoods, premium parks and recreation facilities, and cultural and entertainment amenities.

Tustin encompasses just over 11 square miles and is conveniently located near numerous regional attractions - beaches, performing arts centers, and recreational facilities. Community events, such as the Old Town farmer's markets, the Tustin Street Fair and Chili Cook-Off, the long-running Tustin Tiller Days, and the new summertime Sunset Market in Old Town contribute to the City's charm. The District, Tustin Marketplace, Tustin Auto Center, and picturesque Old Town Tustin, born in the late 1800s and in the midst of a major revitalization project, are all bustling centers of the City's cultural and economic vibrancy.

Celebrating history with a commitment to the future, Tustin is home to over 28,000 housing units and a diverse industrial commercial base that includes multinational corporate headquarters, thriving regional and neighborhood retail centers, flexible technology centers, computer component development, and manufacturing. The City is building on its rich history by developing Tustin Legacy, a 1,600-acre planned community on the former Marine Corps Air Station.

Tustin Unified School District has an outstanding reputation for quality public education, while numerous higher educational opportunities are located nearby, including the University of California, Irvine; California State University, Fullerton; and Chapman University.

CITY GOVERNMENT

The City of Tustin was incorporated in 1927 as a General Law City operating under a Council-Manager form of government. The City Council is comprised of five members, with

a Mayor elected at large and four Councilmembers elected by District. The City Council appoints the City Manager, City Attorney, and members of various boards and commissions. The City Manager appoints all Department Heads and is responsible for the day-to-day management of the City.

Tustin provides an array of public services, including police, public works, parks and recreation, planning, building, and all traditional forms of management support. The City contracts with Orange County Fire Authority for fire prevention/suppression and emergency services, and City Attorney services are delivered contractually by a private firm specializing in local government. Tustin is supported by 333.5 FTE and operates on a biennial budget. The FY 2025-26 General Fund budget is approximately \$110 million (total budget of \$263 million).

It is the mission of the City of Tustin to provide effective, high-quality services that foster safety, quality of life, and economic vitality throughout the community. To learn more, visit www.tustinca.org.

THE POSITION

Reflecting a renewed commitment to the Tustin Legacy project, the City created the Real Property Division of the City Manager's Office, led by the Deputy City Manager. The Division focuses exclusively on the buildout of Tustin Legacy and citywide property development, overseeing the planning, marketing, disposition, and development of City owned/licensed real property—including more than 500 acres within [Tustin Legacy](#).

The Real Property Manager reports to the Deputy City Manager and will:

- Assist with negotiating and managing complex real property transactions for land acquisitions or dispositions, including exclusive negotiating agreements, development agreements, disposition and development agreements, purchase and sale agreements, lease agreements, license agreements, profit participation agreements, mitigation agreements and related project documents.
- Manage entitlement, construction,

appraisals, pro formas and other financial components of projects.

- Assist with managing title and escrow process from open to close, including reviewing title reports and coordinating with licensed surveyors, engineers, and title professionals to verify the accuracy of legal descriptions, exceptions, easements, and liens, to address any discrepancies.
- Support implementation of the Tustin Legacy Specific Plan / Local Reuse Authority Plan by coordinating cross-departmental activities and responsibilities to ensure projects advance on schedule.
- Perform financial analyses and economic studies of real property offerings and transactions and recommend financial strategies for implementing development plans.
- Collaborate with internal stakeholders to direct the development of marketing strategies to promote the City and attract investment from developers and tenants.
- Identify and foster viable public-private partnerships with real estate developers, property managers, tenants, and investors to market, sell and/or lease City real property assets.
- Ensure compliance with federal, state, and environmental regulations, working closely with internal and external legal counsel and agencies such as the U.S. Navy on Tustin Legacy projects.
- Coordinate management and maintenance of City-owned property that may be licensed or leased by the City to third parties to ensure the protection of public health and safety.
- Coordinate the administration of the interim use of City-owned property that may be licensed or leased to third parties to generate supplemental revenue.
- Collaborate across departments to identify and plan for future public infrastructure and capital improvement needs to facilitate the building of Tustin Legacy.
- Participate in strategic planning for real property programs and initiatives; develop, direct, and coordinate the implementation of



goals, objectives, priorities, policies, procedures, and work standards.

- Provide professional analysis and recommendations regarding compliance with applicable laws, regulations, policies, and procedures affecting municipal and real property operations.
- Conduct complex research and analysis for a variety of organizational projects and services.
- Monitor, review, and analyze state and federal legislation and regulatory changes affecting municipal operations.
- Compose correspondence and other written materials; develop charts, graphs, spreadsheets, and presentations.
- Prepare and present clear, comprehensive staff reports and recommendations to executive leadership, the Planning Commission, and City Council.

Why This Role is Compelling

This is a rare opportunity to help shape one of the most significant redevelopment efforts in Orange County. The Real Property Manager will play a hands-on role in advancing the continued buildout of Tustin Legacy by structuring deals, guiding complex transactions, and collaborating across departments and with private partners to bring high-impact projects to life.

For a professional who enjoys both the strategy behind the deal and the mechanics of getting it done, this role offers meaningful visibility, substantive responsibility, and the opportunity to leave a lasting imprint on a transformational area of Tustin.

THE IDEAL CANDIDATE

The City is seeking a well-rounded real estate and redevelopment professional who thrives in a dynamic, fast-paced environment where priorities evolve, and projects require both strategic thinking and disciplined follow-through. The ideal candidate is flexible, adaptable, and solutions oriented. They will be comfortable managing multiple complex transactions while maintaining strong attention to detail.

This individual will serve as a visible representative of the City and must bring strong interpersonal skills, sound judgment, and the political awareness necessary to navigate sensitive negotiations and high-profile initiatives. Success in this role requires both deal fluency and the ability to communicate complex concepts clearly and confidently to a variety of audiences.

Candidates may come from the public, private, or nonprofit sectors. Experience in municipal government is valued, but the City also welcomes professionals with development, brokerage, affordable housing, or real estate finance backgrounds who understand how to structure deals, navigate entitlements, and work within complex regulatory environments.

The successful candidate will demonstrate:

- Experience negotiating with developers, property owners, brokers, and public agencies to advance real estate and redevelopment objectives.
- A solid understanding of land development and the entitlement process, including how regulatory

requirements impact deal structure, timelines, and feasibility.

- Political acumen and the ability to anticipate concerns, build consensus, and frame recommendations thoughtfully.
- Excellent verbal communication skills, including comfort presenting to executive leadership, the Planning Commission, and City Council.
- Exceptional written communication skills, including the ability to distill complex legal and technical documents, such as disposition and development agreements and exclusive negotiating agreements, into clear, concise staff reports and presentation materials.
- Strong analytical capabilities, including financial modeling and proficiency in Excel to evaluate project feasibility and structure transactions.
- The ability to translate detailed technical material into digestible formats, including executive summaries and PowerPoint presentations.
- A collaborative mindset, and the emotional intelligence to work effectively across departments and with external partners.

A bachelor's degree in public administration, business administration, planning or a related field and four years of professional experience in real property development, planning, economic development, and/or redevelopment is required.





COMPENSATION & BENEFITS

The salary range for this position is \$130,624 - \$175,843. Appointment within the range will be DOQE. In addition to salary, Tustin offers an attractive benefits package that includes but is not limited to:

Retirement:

Classic CalPERS members will be enrolled in the 2% @ 60 plan, with an employee contribution of 10% (pre-tax). New CalPERS members will be enrolled in the 2% @ 62 plan, with an employee contribution of 7.25% (pre-tax). The City does not participate in Social Security, though participation in Medicare is mandatory (1.45% employee contribution).

Deferred Compensation: Employees may voluntarily defer earnings, on a pre-tax basis, into a 457(b) deferred compensation plan. The City matches the deferred compensation contribution, up to a maximum of 2% of employee salary, into a 401(a) deferred compensation plan.

Flexible Benefits Plan: City provides a specific dollar amount to each employee to use for the purchase of individual or family health coverage, dental plans, vision coverage, additional life insurance, and other optional benefits. The benefit amount for family coverage is \$2,300 per month.

Holidays: 13 paid holidays per year.

Administrative Leave: Up to 80 hours each year.

General Leave: Accrue 4 – 6 weeks of combined vacation/sick leave per year based on years of service. Prior years of service will be considered in determining accrual rate. The city offers generous accrual caps and cash out provisions.

Life Insurance: City paid premium; death benefit of \$200,000.

Tuition Reimbursement:

Reimbursement of up to \$4,000 per calendar year for graduate school, four-year college or university, or a job-related program.

Bilingual Pay: \$100 per month to employees in designated positions who demonstrate conversational skills in Spanish or another language necessary for City business.

Retiree Health Insurance: Employees who retire from City with 10 years of full-time service and continued enrollment in City's health plan are eligible for reimbursement of \$350 per month, plus the PEMHCA statutory minimum (currently \$162 per month), toward retiree health insurance costs.

Short & Long-term Disability Insurance: Program for non-industrial illnesses or injuries maintained by the City.

Other benefits: 9/80 work schedule and telecommuting options; cell phone stipend; Dependent Care and Medical Care reimbursement accounts, Supplemental Life Insurance, and Supplemental Catastrophic Care Insurance are available on a voluntary employee-paid basis.

APPLICATION & SELECTION PROCESS

For consideration, apply ASAP and no later than midnight, **Sunday, April 5, 2026**. Applications will be reviewed upon receipt. **Candidates are strongly encouraged to apply early, as final interviews may be scheduled before the stated deadline.** To apply for this opportunity, upload your cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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As applications are received, resumes will be screened in relation to the criteria articulated in this brochure, and applicants with the most relevant qualifications may immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in additional interviews in Tustin. A selection is anticipated shortly thereafter following completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate impacted.



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