



City of Tustin  
Real Property Manager

SALARY	\$130,624.00 - \$175,843.20 Annually	LOCATION	Tustin, CA
JOB TYPE	Full-Time	JOB NUMBER	2025-37
DEPARTMENT	City Manager	OPENING DATE	10/08/2025
CLOSING DATE	10/29/2025 5:00 PM Pacific		

Description



**This recruitment will be used to fill two (2) vacancies.**

**THE POSITION:**

The City of Tustin is seeking **two (2)** experienced and motivated **Real Property Managers** to play key roles in the Real Property Division of the City Manager's Office. These positions will focus exclusively on the buildout of Tustin Legacy and citywide property development, overseeing and managing the planning, marketing, disposition, and development of City owned/licensed real property. The ideal candidates will have expertise in property-related due diligence and asset management, as well as demonstrated success in managing interdepartmental and external teams. A summary of active projects can be found here: <https://www.tustinca.org/1420/Development-Updates>

**THE CITY OF TUSTIN:**

Celebrating history with a commitment to the future, Tustin 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. 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. The City is a substantial landowner at Tustin Legacy which offers opportunities to partner with some of the region's and nation's finest developers to add residential, retail, medical, educational, park, and office projects.

**THE SELECTION PROCESS:**

Application materials will be carefully reviewed to identify those candidates who meet the minimum qualifications for this position. Individuals who are best qualified will be invited to participate in a panel interview. All candidates who pass the panel interview will earn placement on the eligible list, which may be used for current and future vacancies in the job classification.

Examples of Duties

*Duties may include, but are not limited to, the following:*

- Assists with negotiating and managing complex real property transactions with public agencies and/or land developers and individual property owners and their representatives for land acquisition and/or disposition of City property, 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; manages entitlement, construction, appraisals, pro formas and other financial components of projects; assists 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, and to address any discrepancies
- Assists with the implementation of the Tustin Legacy Specific Plan / Local Reuse Authority Plan; assists with coordinating project activities, responsibilities and project schedules with other City departments to facilitate timely completion of projects
- Performs financial analyses and economic studies of real property offerings and transactions; recommends financial strategies for implementing development plans
- Collaborates with internal stakeholders to direct the development of marketing strategies to promote the City and attract investment from developers and tenants; identifies and fosters viable public-private partnerships with real estate developers, property managers, tenants, and investors to market, sell, and/or lease City real property assets
- Works with internal and external legal counsel to ensure compliance with all applicable federal and state permitting and environmental requirements, including the Navy for projects at Tustin Legacy
- Coordinates the management and maintenance of property owned by the City and licensed or leased by the City to ensure the protection of public health and safety
- Coordinates the administration of the interim use of property owned by the City that may be licensed or leased to third parties to generate supplemental revenue
- Collaborates with internal stakeholders to identify and plan for future public infrastructure and capital improvement project needs to facilitate the buildout of Tustin Legacy
- Participates in strategic planning for real property programs and initiatives; develops, directs, and coordinates the implementation of goals, objectives, priorities, policies, procedures, and work standards; manages and evaluates the outcome and effectiveness of program goals and objectives
- Provides professional analysis and recommendations regarding compliance with applicable laws, regulations, policies, and procedures affecting municipal and real property operations; conducts complex research and analysis for a variety of organizational projects and services; monitors, reviews, and analyzes, state and federal legislation affecting municipal operations
- Assists with developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs
- Prepares comprehensive technical staff reports recommending options and courses of action; composes correspondence and other written materials; develops charts, graphs, spreadsheets, and presentations; presents findings and recommendations to the City Manager, Planning Commission, and City Council

## Minimum Qualifications

*A combination of education, experience, and training that has provided the necessary knowledge, skills, and abilities is required for entry into the classification. A typical combination includes:*

### **Education and/or Experience:**

Bachelor's degree in public administration, business administration, planning or a related field; and four (4) years of professional experience in real property development, planning, economic development, and/or redevelopment.

### **Licenses and/or Certificates:**

Possession of a valid Class C California driver's license and an acceptable driving record.

### **Special Requirements:**

Satisfactory results from a background investigation, physical examination and administrative screening. May be required to occasionally work outside of regular work hours (e.g. evenings, holidays, and weekends) to attend meetings and work events.

## **KNOWLEDGE, SKILLS, & ABILITIES**

To view an extensive list of the knowledge, skills, & abilities expected of the position, please follow the link [here](#).

## Working Conditions & Physical Demands

Information on the physical demands, mental demands, and work environment for the position can be found by following the link [here](#).

*The City of Tustin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.*

---

**Employer**

City of Tustin

**Address**

300 Centennial Way

Tustin, California, 92780

**Phone**

(714) 573-3040

**Website**

<https://www.tustinca.org/216/Human-Resources>