

Capital Development and Real Estate Officer (JC 5509)

Exempt

General Definition of Work

The capital development and real estate officer, under minimal supervision, performs senior-level work with extensive decision-making discretion developing and implementing the district's capital improvement program, long-range facilities planning, real estate acquisition and management, and district sustainability initiatives. Position ensures all capital investments, property transactions, and facility strategies align with the district's strategic plan, operational goals, and educational priorities. Employee performs advanced and supervisory work to carry out Board of Education policies and procedures related to capital real estate and planning under the direction of the Chief Operations Officer.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary/Status

PG 13/Full-time, 12 months

Reports To

Chief Operations Officer

Place of Work

The normal place of work is on the premises used by Charlotte-Mecklenburg Schools. Charlotte-Mecklenburg Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage, supervise and evaluate assigned programs/staff in the district
- Oversee complex, high-value portfolios and ensure sound fiscal stewardship
- Guide all real estate activities including acquisition, leasing, disposition, and due diligence to support the district's capital and operational needs
- Establish and enforce procedures to ensure timely review and approval of contracts, permits and documentation
- Identify risks and implement mitigation strategies to prevent cost overruns, schedule delays, and compliance issues
- Lead initiatives focused on sustainability, environmental stewardship, and energy efficiency aligning facility operations with local state, and federal sustainability standards
- Develop strategies to reduce long-term operating costs through sustainability design, energy rebate programs, and renewable energy adoption
- Develop monitors performance indicators for sustainability climate efforts ensuring timely execution, quality outcomes, reporting and accountability
- Supervise/participate in the development/administration of project budgets; ensure project financial plans are developed, approved, and tracked through budget cycles

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- Review and approve project cost estimates, funding requests, and procurement recommendations to maintain financial integrity and compliance with governing policies
- Deliver timely progress reporting and expenditure forecasts
- Review and validate feasibility studies, appraisals, environmental assessments, and land use planning to ensure compliance with policy and budgetary parameters
- Develop, maintain, and communicate comprehensive multi-year capital programs that prioritize needs-based data, equity, sustainability, and instructional impact
- Oversee warranty management processes to track and mitigate post-construction issues, reduce system failure rates, and enhance lifecycle performance of district assets
- Review project documentation to ensure compliance with established standards, codes, and district specifications
- Monitor that design and construction schedules, budgets, and deliverables are tracked, reported and resolved promptly through established escalation and approval processes
- Establish/monitor clear performance indicators for capital/real estate projects, ensuring timely execution, cost control, quality outcomes, fiscal transparency and accountability
- Coordinate with municipalities, developers, and external partners to advance approved capital and real estate projects
- Complete local, state, or federal surveys and reports accurately and promptly
- Collaborate across divisions, including legal, to ensure all transactions are executed in accordance with statutory, fiscal, and procedural requirements
- Participate in professional development workshops and leadership training
- Create an inclusive environment with positive communication/public relations
- Perform related work as assigned or required

Knowledge, Skills, Abilities

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system capital real estate, construction, building codes and environmental stewardship
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system capital real estate, construction, and environmental stewardship
- Knowledge of civil, architectural, structural, mechanical, and electrical disciplines related to school construction
- Thorough knowledge of county and school board policies, procedures, and standards regarding the capital planning process and capital construction requirements
- Ability to reflect appropriate response to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop, monitor, and implement a fiscally sound budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to maintain confidentiality regarding school system business
- Ability to take initiative, work independently, and exercise sound judgement

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- Ability to develop related charts, graphs, reports, and records pertaining to school planning and strategy
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions
- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

Education and Experience

- Bachelor's degree in business, management, or related area required
- Masters degree in related area preferred
- Minimum of five (5) years' experience in related area preferred
- Equivalent combination of experience and education

Special Requirements

- Possess and maintain a valid Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

Physical Requirements/Working Conditions

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires exchange of accurate and detailed information through oral and written communication
- Constantly operates a computer and other office business equipment
- Ability to remain in stationary position for required meetings/work
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications
- Work requires preparing and analyzing written or computer data, operating standard office equipment, and the use of advanced technology
- Work occasionally requires exposure to outdoor weather conditions
- Work is generally in a moderately noisy location (e.g., business office, light traffic)
- Requires the ability to deal with people beyond giving and receiving instructions
- Must be adaptable to performing under mild to high levels of stress
- Must be on-call as a regular part of the job

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

Charlotte-Mecklenburg Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.