



City of Savannah

## Senior Director, Real Estate Services and Capital Projects

<b>SALARY</b>	\$126,353.00 - \$183,212.00 Annually	<b>LOCATION</b>	Savannah, GA
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	2502769
<b>DEPARTMENT</b>	Real Estate Services Department	<b>DIVISION</b>	Real Estate Administration Division
<b>OPENING DATE</b>	10/01/2025	<b>CLOSING DATE</b>	10/29/2025 11:59 PM Eastern

### Purpose



### SALARY RANGE

**\$126,353.00 - \$183,212.00 Annually**

**Salary range based on expertise and experience**

Reporting to the city's Chief Operating Officer, this position is the principal advisor to the city's senior leadership, including the City Manager on all matters pertaining to the City of Savannah real estate portfolio. This role is a key thought partner with the planning, human resources, and economic development functions of the city, working across functions to execute projects that will have lasting impact on the city, its residents and visitors.

This position is pivotal to the responsible, strategic, equitable and sustainable development of the historic city of Savannah, and will have the opportunity to help shape significant projects and economic development initiatives.

This position manages and maintains the City's full-lifecycle real property portfolio and supervises the following sub-departments: 1) Property Acquisition and Disposition; 2) Capital Projects Management, including design & build of municipal facilities; 3) Facilities Maintenance and Property Management; 4) Civic Center/Arena Management; 5) Adams Complex/Campus; and 6) Visitors Centers.

### Essential Job Functions

- Serves as the city's key planner and advisor on the full cycle of real estate development, including planning, acquisition and leasing, construction, operations and maintenance and strategic disposition (via sale or lease).
- Serves in an executive role over the management and partnership of the city's key civic and entertainment assets at a time of significant renewal and redevelopment, including the redevelopment of our historic theater and civic center.
- Manages our real estate portfolio in a way that maximizes utilization and in alignment with the city's strategic plan.
- Manages contracts with operators of City facilities; including operator agreements at the Bacon Park Golf Course, Coffee Bluff Marina, Tricentennial Park, Grayson Stadium, and Enmarket Arena.
- Leads the facility master planning process, working with business partners in capital projects, management and budget, finance and human resources to meet strategic and financial objectives.
- Communicates with and presents to senior management, the City Manager, the Mayor and Aldermen on real estate issues affecting the organization.
- Directs the acquisition, disposition, leasing, facility maintenance, property management, and operations of city real estate. Such services may also include reports, analysis, documents and related instruments of transactions, or potential transaction.
- Plans and organizes the development of real estate related instruments and documents to be provided by the legal department or other professional services.
- Responds to inquiries from property owners, industry stakeholders and professionals, government officials and external parties regarding the real estate related matters of the city.
- Directs the administration of contract compliance, data analysis, reports, evaluations, presentation, and maintenance of records and files.
- Reviews and approves routine transaction and permit documents prepared by real estate staff.
- Executes short-term use agreements and permits involving use of City properties on behalf of the City.
- Submits long-term deed and lease transactions to City Council for approval and packages associated documents of Council approved transactions to the City Manager for execution.
- Coordinates information and efforts, communicating effectively with all involved.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Authorizes and monitors the work of consultants and contractors engaged in the design and construction of a variety of complex City structures and capital projects.
- Reviews and approves pre-design assessments, programming, and conceptual planning for buildings and facilities; reviews and provides oversight to the design and construction of capital improvement projects.
- Directs the preparation of Requests for Proposal; evaluate & score proposals; provide a recommendation to City Council for contract award; negotiate fees and scope with consultants; manage consultant & contractor contracts for adherence and performance.

- Provides leadership and establish goals, priorities, policies, and procedures for project execution, day to day operations, administration, and decision making.
- Provides professional/technical assistance and advise the City Manager, Chiefs, Department Directors, and Administrators.
- Performs other related duties as assigned.

## Minimum Qualifications

- Requires a master's degree in business administration, civil engineering, public administration, real estate, finance, appraisal, architecture, urban planning, or closely related field and/or ten (10) or more years of senior-level experience in government real estate portfolio administration, capital project management and administration, property management, finance, and/or facility maintenance.
- Progressive experience in overseeing facilities management, real estate and/or capital project teams, including a proven track record of finishing projects on-time and on-budget, planning and coordinating multiple municipal projects at one time, and a strong track record of incorporating sustainability, lifecycle costs, leadership reviews, ADA compliance, and community outreach into building design and construction.
- Strong negotiation skills with proven experience in negotiating in a government environment and coordinating with legal counsel and procurement.
- Excellent partnering skills, leadership, communication and stakeholder management as well as experience in community engagement.
- A proven track record of obtaining, organizing and analyzing data to inform planning and decision-making processes.
- Work experience that requires advanced analytical skills, managerial experience, strong interpersonal and partnership experience inside and outside of government settings, and negotiation skills.
- Strong financial acumen, experience in the areas of lease negotiations, capital planning, and ROI analysis.
- Proven ability to lead as well as track and report on key initiatives.
- Ability to lead independently, problem solve and balance community needs within financial constraints and deadlines.
- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Professional designations a plus.

Background investigation, including supervised drug screen, post offer/pre-employment medical screen; and verification of education, certifications, and licenses required prior to employment.

## Additional Information

### KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of city and department policies and procedures.
- Knowledge of city budgeting and purchasing procedures.
- Knowledge of the principles and practices of property maintenance.

- Highly data driven and organized and capable of managing a large team of senior leaders as well as multiple projects simultaneously.
- Knowledge of the International Property Maintenance Code, the Savannah City Code, the Residential Housing Code, and the Georgia Code a plus.
- Knowledge of the Uniform Relocation Act and Georgia Property Owner Bill of Rights a plus.
- Knowledge of right-of-way acquisition procedures. Georgia Department of Transportation certification a plus.
- Experience in site acquisition, multi-party negotiation and public private partnerships a plus.
- Skill in management and supervision, as well as partnering at the executive level both within and outside of government.
- Skill in decision making and working independently and interdependently.
- Skill in compiling information and preparing reports.
- Skill in oral and written communication.

#### **MINIMUM STANDARDS:**

**SUPERVISORY CONTROLS:** The Chief Officer assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, audits, and observation of department activities.

**GUIDELINES:** Guidelines include the International Property Code, the Georgia Code, the Savannah Code, the city Code of Ethics, and guidelines for personnel and financial management. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory, management, and code enforcement activities. The need for accuracy contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to administer the day-to-day activities of the department. Success in this position contributes to a safe, clean, and healthy environment for city residents and visitors.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city personnel, elected and appointed officials, members of the news media, neighborhood leaders, representatives of non-profit housing development corporations, county government officials, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, resolve problems, motivate personnel, and justify or defend matters.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. This work requires travelling to and traversing worksites with a variety of terrain and environment. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office or at inspection sites, where the employee may be exposed to hazardous or unhealthy environments.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Division Director of Facilities, Division Director of Capital Projects, Civic Center, Real Estate Manager, Sr. Administrative Assistant.

The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **November 19-20, 2025**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.

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**Employer**

City of Savannah

**Address**

5515 Abercorn Street

Savannah, Georgia, 31405

**Phone**

912-651-6484

**Website**

<http://www.savannahga.gov>

## Senior Director, Real Estate Services and Capital Projects Supplemental Questionnaire

### \*QUESTION 1

Savannah is a historic city with unique cultural and economic priorities. How would you approach real estate and capital projects to balance economic growth, historic preservation, and community engagement?

### \*QUESTION 2

This role involves supervising multiple divisions with specialized functions. How have you successfully led and motivated senior leaders across different departments while ensuring accountability and collaboration?

### \*QUESTION 3

Give an example of a negotiation involving city property, public-private partnerships, or a multi-party agreement. How did you negotiate and what was the outcome?

### \*QUESTION 4

Tell us about a complex capital project you led from planning through completion. How did you ensure it stayed on time, within budget, and met project goals?

### \*QUESTION 5

Can you describe a time when you developed and implemented a comprehensive strategy for managing a large real estate portfolio? What metrics did you use to measure success, and how did your decisions align with broader organizational goals?

### \*QUESTION 6

I understand that the pay range for the Senior Director, Real Estate Services & Capital Projects is \$126,353.00 - \$183,212.00

☐ Yes

\* Required Question