



EXECUTIVE DIRECTOR, REAL PROPERTY (EDRP)

OCCUPATIONAL SERIES: 0340

FIELD/HQ: HQ

PAY BAND: TSES

PILLAR: Enterprise Support

JOB OVERVIEW

Oversees all phases of real estate management, strategy, strategic planning, and program operations for TSA through innovative and expert leadership as a technical consultant and advisor in accordance with applicable policies, procedures, laws, and directives

JOB RESPONSIBILITIES

- Advises on real estate statutes, regulations and procedures, real property asset management planning, and program compliance, and represents TSA among public and private sector entities.
- Oversees the Real Estate Governance Board (REGB) to reduce TSA's real estate footprint by reviewing, assessing, and recommending the efficient utilization of space and resources of TSA-wide real estate and property, reducing operational costs, and driving the TSA optimization initiative.
- Oversees all activities related to TSA leased and owned real estate portfolios including lease acquisition, lease administration, facilities operations and maintenance, construction, and real estate disposition.
- Develops and implements the business plan, budget, strategic goals, effective use of alternative resources, and performance metrics for real estate functions.
- Establishes and evaluates management controls objectives for real estate assessable units.
- Serves as TSA Real Property Officer, representing and exercising agency decision-making authority with respect to DHS real property asset management planning and program compliance matters.

JOB SKILLS

- Directs real estate management policies, strategic planning, program operations, and personnel.
- Ensures effective coordination, collaboration, and timely results while conducting complex activities and projects across organizational lines.
- Oversees multimillion-dollar real estate transaction, facility lease execution, and asset investment decisions.

PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

The application process used to recruit for the position is RESUME-BASED.
Each PTQ AND ECQ must be CLEARLY ADDRESSED in your resume.



- Knowledge of federal laws, regulations and policies as they relate to real estate management, real estate services, facilities management, real estate leasing, and disposal of real property and leasehold interests.
- Experience in providing oversight of a complex multimillion-dollar real estate transactions, facility lease execution, and asset investment decisions.

EXECUTIVE CORE QUALIFICATIONS(ECQ)



- **ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.
- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.