



Job Announcement  
Development Associate - TOD  
An Equal Opportunity/Affirmative Action Employer  
<http://agency.governmentjobs.com/metrocouncil/default.cfm>

**SALARY**

\$30.68 - \$44.64 Hourly    \$63,814.40 - \$92,851.20 Annually

**OPENING DATE:** 09/02/14

**CLOSING DATE:** 09/26/14 04:30 PM

**LOCATION:** Heywood Office & Oper Facility, Minneapolis

**DESCRIPTION:**

**Recruitment Type:** Open Competitive. The following position is open to internal and external applicants.

**The Metropolitan Council** is the regional planning agency serving the Twin Cities seven-county metropolitan area by providing essential services to the region. Employing approximately 3,700 employees, the Council works with local communities to provide these critical services:

- Metro Transit bus system, light rail and commuter rail services
- Wastewater collection and treatment
- Community planning for future growth
- Affordable housing opportunities for low-and moderate-income households
- Planning and funding for regional parks and trails

**Metro Transit** is the largest provider of transit service in the seven-county metropolitan area and one of the country's largest transit systems. The agency operates bus and rail service essential to the region's mobility, and also provides resources for carpooling, van pooling and bike commuting. Metro Transit helps people get to where they're going, reduces regional traffic congestion and promotes a cleaner environment.

**The Development Analyst** in the Office of Transit Oriented Development (TOD) will serve as the Metropolitan Council's lead TOD data and financial analyst, including analyzing project feasibility, assisting in evaluation of proposals and potential developments, managing real estate consultants, and building and maintaining TOD project databases, etc . To this end, the Development Analyst will need to have appropriate financial expertise, math skills, and knowledge of real estate development. The Development Analyst will also support the director in establishing strategies and business practices to make the Office of TOD efficient, effective and transparent.

## **EXAMPLES OF DUTIES**

### **Major responsibilities include:**

#### **Performs real estate research and analysis**

- Develops appropriate pro formas for project evaluation
- Maintains database of local real estate market factors

#### **Provides real estate expertise for TOD projects**

- Participates in TOD project development
- Works with Development Manager on new TOD projects
- Works with Program Manager on communicating TOD

#### **Tracks TOD projects in the region**

- Builds & maintains appropriate TOD project tracking database
- Coordinates with other Met Council offices
- Coordinates with partner governments within the region

#### **Acts as resource person for local government partners**

- Provides advice on real estate financial tools & models
- Stays current on partner agency real estate tools
- Provides TOD Office with linkage to the state of real estate analysis practice

#### **Develops and maintains tracking metrics for TOD projects**

- Working with TOD office staff, develops performance metrics for TOD
- Coordinates with partner governments within the region

## **QUALIFICATIONS**

### **Education and Experience Requirements:**

- Bachelor's degree (BA/BS) from a four-year college or university in real estate finance, business, economics, geography, planning, or related field
- At least four (4) years of related experience in real estate analysis such as building real estate pro formas, tracking real estate development projects, and evaluating projects financials.

**Equivalency:** A master's degree in business administration with real estate specialization can substitute for 2 years of experience.

### **Knowledge, Skills and Abilities**

- Knowledge of real estate financial analysis
- Knowledge of real estate development process
- Knowledge of real estate data and analytic tools
- Knowledge of financing structures of real estate transactions

- Knowledge of basic real estate law
- Math skills sufficient to understand functions & formulas and modify as needed
- Spreadsheet skills, especially with financial functions
- Ability to work on a team under deadline pressure
- Skilled in presenting research results to non-technical audiences
- Ability to organize TOD project data for use by non-technical partners
- Ability to understand and explain the driving forces in a potential real estate project
- Ability to understand current and likely future real estate market

### **SUPPLEMENTAL INFORMATION**

**Union/Grade:** NRC/Grade H

**FLSA Status:** Exempt

**Safety Sensitive:** No

**Work Environment:** Work is performed in a standard office setting.

**Physical Requirements:** Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

**Selection Process:** Candidates will be referred to the hiring manager for consideration based on the results of the following assessment process:

- Education and experience rating (review of application materials)
- Oral Exam (1st Interview)
- Selection Interview (Second Interview)

Not all applicants who meet minimum qualifications will necessarily be referred to the hiring manager for consideration. Applicants should be sure to list completely all of their training and experience in their application materials and answer the supplemental questions.

**Conditional Offers:** All employment offers are conditional upon a review and verification of education, employment and driving record (if applicable) as well as passing a pre-employment drug-screen for new hires.

Offers are also conditioned upon passing a criminal background check for new hires. Convictions are not an automatic disqualification from the selection process. The Metropolitan Council considers felony, gross misdemeanor and misdemeanor convictions on a case-by-case basis. Convictions are reviewed based upon the relatedness of the conviction to duties of the position as well as a candidate's ability to demonstrate adequate rehabilitation.

Metropolitan Council employees who are applying for positions which are, Safety Sensitive, supervisory/managerial; are located in Finance, Information Services (IS), Human Resources; or have access to financial records, files/databases, cash, vouchers, transit fare cards will be required to pass a criminal background check.

Please note: Making a false statement or withholding information (misrepresentation) may cause an applicant to be barred from consideration for the position.

The Metropolitan Council is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individuals with Disabilities. If you have a disability that requires accommodation during the selection process, please notify human resources at 612/349-7558.

APPLICATIONS MAY BE COMPLETED ONLINE AT  
[www.metrocouncil.org](http://www.metrocouncil.org)

Job #2014-00271  
DEVELOPMENT ASSOCIATE - TOD

## Development Associate - TOD Supplemental Questionnaire

- \* 1. Instructions: The purpose of the supplemental questions listed below is to further evaluate your experience and education to determine your eligibility for this job classification. Answer each question accurately and thoroughly. The experience you indicate in your responses to the supplemental questions must also be described in detail on the Work History section of this application. If you cite experience in your responses including questions that ask for a yes or no response that are not included on the Work History section of this application, your application may be considered incomplete and you may not receive further consideration for this position. I have read and understand the above instructions regarding supplemental questions.
- Yes  
 No
- \* 2. Please select which education and experience best matches yours.
- Master's Degree in business administration with real estate specialization or related field and at least two (2) years of related experience in real estate analysis such as building real estate pro formas, tracking real estate development projects, and evaluating projects financials.
- Bachelor's degree (BA/BS) from a four-year college or university in real estate finance, business, economics, geography, planning, or related field and at least four (4) years of related experience in real estate analysis such as building real estate pro formas, tracking real estate development projects, and evaluating projects financials.
- None of the above
- \* 3. Please give one or two examples of your experience in financial analysis of real estate projects. Were the results presented in written, oral, or both communication forms?
- \* 4. Please describe your involvement in a recent real estate development project. What role(s) and responsibilities did you have in the project? What were your main lessons learned?
- \* Required Question