

Assistant Project Manager, Planning and Entitlements, San Diego, CA

A private commercial real estate firm specializing in the acquisition, development and management of office, industrial, and residential communities throughout San Diego County is looking for an Assistant Project Manager to join their planning and entitlements team. The company has a deep pipeline and are long-term investors, so they are passionate about the design and the product. In partnership with the Land Planning and Entitlements Manager, the Assistant Project Manager will contribute to the successful implementation of development projects according to scope, schedule and budget, to support the achievement of Company growth objectives.

RESPONSIBILITIES:

- Collaborates with Manager and outside consultants as needed to create and regularly update milestone schedules, budgets, and project scopes appropriate to the phase of development of each project.
- Partners with Manager to review consultant proposals, review scope for completeness and alignment with project objectives and needs, consulting precedents when needed for comparison of both scope and budget. Provides recommendations for negotiation of final scope, and takes lead to finalize the consulting agreements.
- Anticipate and respond to project inquiries and needs to ensure continuous project momentum and eliminate bottlenecks, leading to the timely completion of key tasks by internal Managers and external consultants and contractors.
- With an understanding of business plan goals and project schedules, independently prioritizes tasks related to multiple projects all while staying in close communication with Managers, contractors, and consultants.
- Collaborates with key cross-departmental and external stakeholders to ensure completion of tasks and proactively informs Development Team of the status of completion. Maintains summary of key project milestones and outstanding issues across projects.
- Leads the Development Administrator/Executive Assistant to schedule meetings when needed to coordinate project items and ensure necessary materials and agendas are provided in advance.
- Serves as internal and external liaison with other departments, consultants, vendors, or contractors to contribute to the effective flow of communication and lead projects to successful completion consistent with the projects' identified objectives and customer experience.
- Leads permitting logistics for all project approvals, maintains an understanding of processes and procedures within project jurisdictions and actively tracks permits through

the approval process; timely notifies others when processes do not track schedule expectations; Leads the development of responses to comments among internal and external team members.

- Coordinates with Accounting Department to ensure timeliness and accuracy of budget reports, partners with development team to ensure that budgets are kept up to date on a regular cadence, including an accurate cost to complete, necessary budget adjustments, etc.
- Partners with Managers to track project support, stakeholder concerns, and work as a liaison with community and supporters as necessary to encourage project support and public hearings and support the successful approval of projects by elected/appointed officials.
- Leads defined project outcomes as requested by Managers, including securing approval/cooperation from third-party approvers and stakeholders (e.g., post office, utility providers, etc.). Analyze zoning of site, context, infrastructure and development potential, and identify required zoning/regulatory changes.
- Understand local and state incentive programs for affordable housing and options for ministerial development, work with Development Analyst to assess the different possible scenarios and opportunities. Partner to develop the community outreach strategy for each entitlement project, including the approving agency engagement strategy. In addition, collaborate to affect policy and regulatory efforts necessary to preserve and enhance asset value.
- Leads the Development Team in achieving efficient and effective communication, with easily accessible resources to document project status (scope, schedule, budget) and outstanding action items, for both internal and external team members.
- Leads the administration of contracts, change orders, certificates of insurance and related contractual documentation for development, commercial and residential building development to ensure timely execution of contracts and contribute to the ability to complete a successful development project on time and within budget.

REQUIREMENTS:

- 2+ years of land planning, environmental, and/or entitlements experience.
- Bachelor's degree required.
- High aptitude and someone willing to stand out.
- Careful with rules and proactive.
- Detail-oriented and conservative, with a preference for high quality and technical expertise.
- High standards and a disciplined and reserved personality.

- Ability to manage multiple priorities
- Results- oriented, innovative and analytical with a drive for change.