



invites your interest in the position of

Deputy Finance Director Real Estate



Recruitment Services Provided by Ralph Andersen & Associates

OUTSTANDING CAREER OPPORTUNITY

The City of Phoenix is seeking an experienced professional to serve as Deputy Finance Director for the Real Estate Division within the Finance Department. This leadership role involves managing all aspects of the City's real estate processes, including property acquisition, management, appraisal, leasing, and relocation for City projects. Candidates with experience in government real estate, eminent domain, and public sector property management are strongly preferred. This vital position requires a confident and skilled professional who can manage in a vibrant, fast-paced, and robust environment and, at the same time, effectively oversee a staff of approximately 17 employees. The demands of this role also involve rigorous and time-sensitive deliverables supporting a high-performing organization. Familiarity with Arizona Real Estate laws and federal grant compliance will be a plus.



THE COMMUNITY

Over 1.7 million people call Phoenix home, where sunshine and opportunities are endless! Commonly known as the “Valley of the Sun,” Phoenix is the fifth-largest City in the United States based on population and provides a rich culture and an abundance of attractions for both residents and visitors, from museums, nature parks, and restaurants to a vast network of arts, entertainment, sports, recreational, and educational amenities.

With more than 325 days of sunshine a year, it's easy to see why Phoenix is an ideal place to live and enjoy the beauty of the Sonoran Desert.

Phoenix and the surrounding areas are home to several major professional sports teams, including the Arizona Diamondbacks (MLB), Phoenix Suns (NBA), Phoenix Mercury (WNBA), Arizona Cardinals (NFL), and the site for the Spring Training MLB Cactus League. Phoenix also has one of the fastest-growing job markets and has an emerging economy with strength in high technology, manufacturing, bioscience research, and advanced business services. Education continues to be a primary focus, with high-quality public schools, community colleges, and universities located in the metropolitan area.

With its strategic location near several leisure destinations and easy access to international locations through Phoenix Sky Harbor International Airport, Phoenix provides an exceptional quality of life, featuring vibrant neighborhoods and diverse housing options, making it a wonderful place to live and work.





THE CITY ORGANIZATION

The City of Phoenix is a full-service city with the largest council-manager form of government in the United States, with over 16,000 city employees, including seven employee unions and associations, and a \$4.8 billion annual budget. The Phoenix City Council is comprised of a Mayor and eight council members. Each council member is elected by the people from a represented council district for a four-year term. The Mayor is elected at-large. The City Manager is appointed by the Mayor and City Council and is responsible for the City's day-to-day management and operations, overseeing more than 40 departments and managing the finances and budget of the City of Phoenix.

Only two of the ten most populous cities in the nation operate under a council-manager form of government, and Phoenix is one of them. The City of Phoenix is recognized for its innovation, forward-thinking approach, and commitment to implementing best practices in local government.

The City's vision aims to enhance quality of life by providing exceptional public services efficiently. The vision statement, "We will make Phoenix a great place to live, work, and visit by fostering a dynamic and sustainable environment with exceptional public services," continues to define and stimulate the City's growth and development. The City places a high value on being employee-friendly by striving to be the local market leader for employee compensation and benefits, honoring all cultures and lifestyles, leading the way to be innovative and progressive, and creating a workplace that focuses on customer service excellence both internally and externally to become an "employer of choice".

To learn more about the City of Phoenix, go to: www.phoenix.gov.



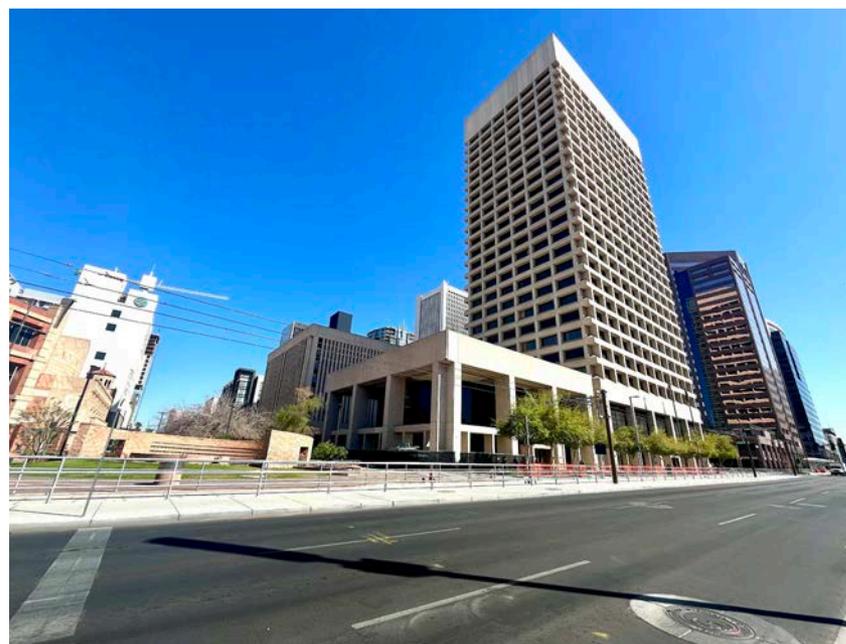
FINANCE DEPARTMENT

Stewardship, Integrity, and Innovation in Service to Customers

The Finance Department is responsible for maintaining a fiscally sound organization that conforms to legal requirements and to generally accepted financial management principles.

The Finance Department provides various services, including debt management and capital financing, payroll, accounts receivable and payable, accounting and financial reporting, procurement and contract services, treasury services, risk and inventory management, tax and licensing, and acquisition and management of real property.

With a commitment to stewardship, integrity, and innovation, the Finance Department ensures that city resources are managed responsibly and efficiently to support critical services for residents and businesses. By implementing sound financial strategies and leveraging technology-driven solutions, the department enhances transparency, maximizes cost savings, and strengthens the City's long-term financial stability. Through proactive planning and collaboration, the Finance Department plays a crucial role in fostering economic growth, maintaining public trust, and ensuring the City of Phoenix remains a financially resilient and well-managed organization.



REAL ESTATE DIVISION

The Real Estate Division plays a crucial role in the acquisition and management of real property, ensuring that transactions align with legal requirements and financial best practices. This involves overseeing property acquisitions for various city projects, managing existing real estate assets, and administering leases for city-owned properties. By employing strategic financial analysis and oversight, the Real Estate Division facilitates effective decision-making, optimizing the use of the City's real estate resources to enhance community services and infrastructure.

The Real Estate Division has the following six sections and is staffed with approximately 17 employees:

- Acquisition
- Easements
- Title
- Property Management
- Appraisal
- Dedications



Other stats and facts about the Real Estate Division include the following:

- The City of Phoenix owns over 4,000 assessor-identified parcels
- Various city-sponsored projects result in 200 acquisitions, mostly partial, every year
- Administration of 140 different leases and licenses, with 10 new ones in the works
- Approximately 25 easements will be granted or acquired each year
- Anticipate 60+ dedications in 2025 with 25 in process
- Approximately 55 Conditions of Title, ownership searches, and special projects are prepared monthly
- Appraisal will address 500 – 600 value/property-related matters annually





RESPONSIBILITIES OF THE POSITION

The responsibilities for this position require the intricacies of property acquisition and leasing with a strong foundation in government real estate practices. The expertise needed for this position will span a broad spectrum of duties including employing best practices. The over-arching end goal of this Deputy Finance Director is to enhance the value of public assets while ensuring projects, purchases, and leases meet the highest standards of efficiency and effectiveness. A commitment to excellence in service, stewardship, and timeliness is the foundation of this role.

The responsibilities of this position support various city departments, including Aviation, Planning and Development, Public Safety, Public Works, and Water Services. The robust growth and expansion in the northern part of Phoenix, with new residential development and the need to acquire and/or dispose of public land will generate significant real estate transactions. Additionally, light rail expansion, public transit facilities and other public infrastructure contribute to the level of real estate activity for the Real Estate Division.



RESPONSIBILITIES *CONTINUED*

Other key responsibilities include:

- Oversee the acquisition of real property for public purposes through purchase, donation, or eminent domain, ensuring compliance with applicable laws and regulations.
- Manage all aspects of the City's real estate process for City-owned properties, including leasing, sales, and property management.
- Lead the appraisal process, including conducting appraisals, reviewing contracted appraisals, setting market rates, and establishing minimum bid prices for public property sales.
- Testify as an expert witness in litigation matters and recommend compensation for property acquisition.
- Relocate individuals, families, businesses, and organizations impacted by City projects.
- Provide accurate ownership information, title reports, legal descriptions, and conveyance instruments to City departments.
- Develop and implement policies, procedures, and programs to improve real estate operations and overall Citywide administration.
- Supervise a team of professional, paraprofessional, and clerical staff, fostering innovation, efficiency, and superior customer service.

OVERVIEW OF THE IDEAL CANDIDATE

The ideal candidate for this position will have a proven track record in government real estate, including property acquisition, eminent domain, and public sector property management. This skilled professional will manage complex real estate transactions, navigate legal and regulatory framework, and deliver innovative solutions to advance public projects. Strong leadership, exceptional communication abilities, and experience in developing policies that improve organizational efficiency are key attributes for this contributor to this vital position. A collaborative mindset and a commitment to fostering excellent service across teams and among various stakeholders are essential for success in this role.

Additionally, excellent communication skills, both written and verbal, with a track record of producing high-quality reports and presentations in a public forum are critically important in this role. The ideal candidate for this position will also have superior seamless customer service, teamwork, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.



QUALIFICATIONS FOR CONSIDERATION

Required Qualifications:

- Five (5) years of progressively responsible professional experience in accounting, finance, public administration, and research.
- Two (2) years of experience supervising professional-level staff.
- Bachelor's degree in finance, accounting, public or business administration, economics, or a related field.

Preferred Experience

- Expertise in government real estate, including eminent domain, public sector property management, and relocation activities.
- Experience in municipal finance administration and real property valuation.
- Strong working knowledge of federal, state, and municipal real estate and public projects laws, and federal grant compliance laws will be beneficial.

Preferred Education and Licenses

- Master's degree – MBA or Real Estate.
- Real Estate License in AZ (must be combined with applicable experience).

Substitutions

- Other combinations of experience and education which meet the minimum requirements may be substituted.



COMPENSATION AND BENEFITS

The annual maximum for this position is \$192,234. Salary will be commensurate with experience and qualifications, with a starting salary of \$136,490 to \$157,000 annually. The City contributes 9% of salary into 457/401(a) plans without required matching. The City also offers \$3,600/annual car allowance and \$1,440/annual cell phone allowance.

Additional Executive benefits package includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; and paid time off, which includes 12.5 paid holidays, 12 vacation days, and 15 sick days. Paid Parental Leave is offered to eligible employees for up to 480 hours (12 weeks) of paid leave for the birth, adoption, or foster care placement of a child during a 12-month period.

For more details, visit:

[Middle Manager Benefits](#)

[Pension Information](#)



TO BE CONSIDERED

Candidates are encouraged to submit a compelling cover letter and comprehensive resume to apply@ralphandersen.com no later than **May 15, 2025**. Early interest in this position is strongly encouraged. This is a confidential process, and references will not be contacted until mutual interest is established. In the final steps of the process, the top candidate will have a full background check, verifications, and professional reference checks conducted.

Ralph Andersen & Associates will conduct initial screening video interviews. An internal Interview Panel will conduct Round #1 Interviews via Zoom in late May. Finalist candidates invited for Round #2 will have further interviews (in person) during the final selection activities.

Ideally, the Deputy Finance Director will join the City of Phoenix in June 2025 or a mutually agreed upon date.

Questions, nominations, and confidential inquiries regarding this position or the recruitment process should be addressed to: Ms. Heather Renschler at (916) 630-4900 or request a specific date/time to discuss this career opportunity by emailing scheduling@ralphandersen.com.

*The City Of Phoenix Is An Equal Opportunity/
Reasonable Accommodation Employer.*

www.phoenix.gov

