

Brooks Job Posting

Development Projects Manager

Brooks, located in San Antonio, Texas, is one of the most innovative, master-planned developments in the United States. Founded in 2001, Brooks City Base, now known as Brooks, was created by the United States Congress, the State of Texas and the City of San Antonio to redevelop a former United States Air Force Base.

Brooks is a governmental entity created by the State of Texas and owns, operates and develops Brooks. There is in excess of \$300 million in infrastructure and vertical construction projects nearing completion, with an additional \$100 million plus of construction projects in various stages of closing.

Brooks offers excellent premium health benefits for you and your family and great retirement matching.

If you are looking for an opportunity where you can live, work learn and play, this is the job for you! Come and be a part of a very unique organization where you can play a huge role in the success story of Brooks!

SUMMARY OF PRINCIPAL & MAJOR RESPONSIBILITY: Serves as the primary representative on development projects and ensures projects are completed on time, on budget and to scope. Responsible for management of processes (architectural, engineering and others as necessary) for the projects on Brooks campus. Serves as liaison between BDA and its development consultants.

PRINCIPAL DUTIES AND RESPONSIBILITIES (Essential Functions):

- Models Brooks Core Values
- Creates and maintains construction project files; prepares project abstracts; processes contract change orders, amendments, extensions, lien waivers, engineer and architect task orders.
- Manages and acts as primary point-of-contact for architecture, planning and engineering contractors, and project managers for development projects.
- Creates development project budgets and pro-formas, providing sound business analysis for project feasibility.
- Manages efforts of internal and external development teams (A&E, construction, construction management, legal, etc.).
- Provides Planning & Development committee support.
- Works with appropriate parties to develop architectural standards for BDA developments.
- Performs “due diligence” activities as required.
- Oversees land and infrastructure planning activities to include zoning, platting, etc.
- Prepares and monitors budgets for planning development activities.
- Ensures compliance with federal, state and local laws and regulations.

Other Functions

- Any other duties, as required.

JOB SPECIFICATIONS:

Required Knowledge, Skills, and Abilities (Requirements are representative of minimum levels of knowledge, skills, and/or abilities.)

- Ability to use all modes of communication, such as phone, fax, and the internet.
- Ability to communicate orally or in written form effectively with management, internal and external customers.

- Ability to anticipate and solve practical problems and resolve issues.
- Ability to work and foster harmonious working relationships with co-workers.
- Ability to establish and maintain relationships with managers, co-workers, and customers.
- Ability to read and write in English.

Education, Training and Experience

- Bachelor's degree in real estate, land planning/development, construction management or related field AND
- Three to five years' experience in real estate development, financing, leasing, and land planning.
- Master's degree in areas listed above preferred.

Licenses and Certifications

- Valid Class "C" Driver's License

Computer Software

- Microsoft Office Suite
- Project management software
- Multi-media projection systems
- GIS

Please Submit Resume to:

jobs@livebrooks.com

NO PHONE CALLS PLEASE