

CITY OF OCEANSIDE

NEW: DECEMBER 2015  
JOB CODE: ADMIN114  
ADMIN115  
UNIT: UNREP/SUPV

**PROPERTY AGENT I**  
**PROPERTY AGENT II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, to perform entry and/or journey level duties related to the management of City real property including leasing and renting developed property; to participate in the investigation, appraisal and negotiation duties related to the acquisition and disposal of real property and improvements; and to perform related duties as assigned. This position will serve as a "regular officer" of the City (for purposes of the Business & Professions Code § 10133).

**CLASS CHARACTERISTICS**

**Property Agent I** - This is the entry level class within the Property Agent series. This class is distinguished from the Property Agent II by the performance of the more routine tasks and duties assigned to positions in the series. The two year training period allows incumbents to learn the pertinent property agreements, lease holds, negotiation standards and the operating procedures and policies of the work unit. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Incumbents with two years of experience at the City of Oceanside Property Agent I level may be advanced to the Property Agent II level however; advancement is not based on time in grade but solely at the discretion of the City Manager and the organizational needs of the department.

**Property Agent II** - This is the journey level class within the Property Agent series. Employees within this class perform a full range of duties related to the appraisal, acquisition, management and disposal of real property. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Property Agent in that the latter has management and supervisory responsibilities for the work unit and performs the more difficult and responsible types of duties.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Manages City real property including leasing, rental, disposal, and demolition of developed property; performs a range of duties related to land management of undeveloped City owned property to allow for its highest and best use; participates in the appraisal and negotiation process for the acquisition, rental and sale of land, improvements, right-of-way, and easements for municipal purposes; negotiates and prepares lease agreements, property use agreements, and other land use arrangements; prepares legal documents such as contracts, deeds, and agreements required for purchase of properties; conducts interviews and makes inquiries of property owners and tenants in the negotiation process; participates in meetings, hearings, conferences, and trials to purchase, rent, lease or dispose of real property; researches,

analyzes, and reports conclusions on a variety of real property issues including appraisal of property rights, lease proposals, land acquisition, and management activities; analyzes contract and property use issues before the City Council to develop use models, revenue projects, and to ensure compliance with governmental requirements, statutory laws, and City Council mandates; writes status and transaction reports explaining title encumbrances, monetary settlements, unrecorded interests, and other relevant details; manages professional services agreements for assigned services including alarm monitoring and security guard services and animal control services.

## **MINIMUM QUALIFICATIONS**

### **PROPERTY AGENT I**

#### **Knowledge of:**

- The theory, principles and practices of real property management, negotiation, and appraisal.
- The theory of real estate principles and procedures including those related to the purchase, sale, lease and condemnation of real property and the acquisition of land by eminent domain.
- Methods and techniques of negotiating lease agreements.
- Contract preparation and administration principles and practices.
- Legal instruments used in real estate transactions.
- Pertinent Federal, State and local laws, codes and regulations including those related to the acquisition, leasing or sale of real property.
- Market data sources and collection techniques.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

#### **Ability to:**

- Conduct research of property records.
- Learn to perform a range of appraisal and negotiation duties related to the acquisition, rental and sale of land, improvements, right-of-way, and easements for municipal purposes.
- Learn to determine proper rental rates and lease terms.
- Learn to prepare and maintain leases and rental agreements.
- Learn to read and interpret title reports, right-of-way plans, legal and technical documents, and financial statements.
- Maintain accurate and current records and files.
- Prepare clear and concise reports.
- Make and interpret mathematical calculations including basic math and use of compound interest tables.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Experience and Training**

**Experience:** Directly related work experience is not required.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in real estate.

**License or Certificate:** Possession of an appropriate, valid driver's license. Possession of a valid Real Estate Sales Person License is highly desirable.

### **PROPERTY AGENT II**

#### **Knowledge of:**

- Principles and practices of real property management, negotiation, and appraisal.
- Real estate principles and procedures including those related to the purchase, sale, lease and condemnation of real property and the acquisition of land by eminent domain.
- Methods and techniques of negotiating lease agreements.
- Contract preparation and administration principles and practices.
- Legal instruments used in real estate transactions.
- Pertinent Federal, State and local laws, codes and regulations including those related to the acquisition, leasing or sale of real property.
- Market data sources and collection techniques.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

#### **Ability to:**

- Perform a range of appraisal and negotiation duties related to the acquisition, rental and sale of land, improvements, right-of-way, and easements for municipal purposes.
- Determine proper rental rates and lease terms.
- Prepare and maintain leases and rental agreements.
- Read and interpret title reports, right-of-way plans, legal and technical documents, and financial statements.
- Maintain accurate and current records and files.
- Prepare clear and concise reports.
- Make and interpret mathematical calculations including basic math and use of compound interest tables.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Experience and Training**

**Experience:** Two years of experience in real property management, appraisal and/or negotiation of real property for acquisition, rental and sale.

**Training:** Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, real estate or a related field.

**License or Certificate:** Possession of an appropriate, valid driver's license. Possession of a valid Real Estate Sales Person License is highly desirable.

**WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment; travel from site to site; exposure to computer screens; extensive public contact.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret documents.