CITY OF OCEANSIDE

REVISION: JANUARY 2006
CLASS CODE: 1410CE
UNIT: OCEA

PROPERTY AGENT

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 a variety of 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.

CLASS CHARACTERISTICS

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

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 Qualifications

Experience:

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

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training

License or Certificate:

Possession of an appropriate, valid driver's license.

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.