

CLASS SPECIFICATIONS

REAL PROPERTY MANAGER

*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 direction, to supervise, assign, review and participate in the work of staff assigned to perform a wide range of investigative, appraisal and negotiation duties related to the acquisition, management, lease and disposal of real property and improvements; perform a variety of complex real property related services including the acquisition of right-of-way for all City projects, lease and disposal of real property and improvements in conformance with all approved state and federal laws; to manage the City's real estate portfolio and provide real property related services and assistance to all City departments; to oversee consultant contracts related to property appraisals and acquisitions; and to maintain a current inventory of all properties in which the City has an interest including updated valuations, property descriptions and lease documentation for insurance purposes.

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.

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff.

Research, analyze, and report conclusions on a variety of real property issues including appraisal of property rights, lease proposals, and property acquisition.

Perform negotiations for the acquisition, rental and sale of land, improvements, right-of-way and easements for municipal purposes; provide estimates of property acquisition costs for all City departments and agencies.

Prepare legal documents required for purchase and management of city properties.

Prepare leases, write status and transaction reports explaining title encumbrances, monetary settlement, unrecorded interests and other relevant details.

Interpret and apply eminent domain and uniform relocation assistance laws in performing value estimates; prepare deed and escrow instructions.

Recommend relocation assistance program settlements to be accepted and participate in appeals related thereto.

Prepare and write Council agenda statements and reports; conduct meetings, make presentations, and represent the department/City at designated commission meetings and outside agencies.

Participate in meetings, hearings, conference and trial to purchase, rent lease or dispose of real property.

Negotiate on behalf of the City for the rental or lease of city-owned properties; perform inspections of City owned properties to ensure contract compliance.

Manage City real property including leasing, rental, disposal and demolition; consult with city attorneys regarding condemnation litigation.

Recommend City Council approval of completed transactions and authorization to condemn.

Prepare and maintain an inventory of the City's real property assets, their valuations, and associated legal and historical documentation.

Write and administer contracts with outside engineers and appraisers related to real property acquisition.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service. Performed related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of real property management, negotiations, appraisals and acquisitions for public purposes, including the acquisition of property by eminent domain.
- Federal, state, and local laws, rules, regulations, ordinances, zoning ordinances and guidelines that deal with acquisition, leasing, and sale of real property, contracts, land titles, condemnation proceeding, and eminent domain.
- Procedures involved in the purchase, sale, lease and condemnation of real property and the acquisition of land by eminent domain.
- Rental and lease agreements and procedures for negotiating and implementing such agreements.
- Legal instruments involved in real estate transactions such as deed, escrow papers, and title reports.
- Market data sources and collection techniques; contract writing and administration.
- Computer equipment and software applications related to area of assignment.
- Budgeting procedures and techniques.

Ability to:

- Perform negotiations for the acquisition, rental and sale of land, improvements, and easements for municipal purposes.
- Successfully negotiate on behalf of the city for the rental or lease of city-owned properties; determine proper rental rates and lease terms.
- Prepare contract documents and perform selection process for real estate appraisal services.
- Prepare, assemble and process maps, drawing and other documents necessary for completing property acquisition projects.
- Prepare status and transaction reports explaining title encumbrances, monetary settlement, unrecorded interests and other relevant details.
- Interpret and/or recommend the acceptability of an extensive variety of technical material including appraisals.
- Communicate and interact in situations requiring instruction, persuasion and counseling using great tact.

- Read, understand and interpret complex legal documents involved in land transactions; understand terms and symbols used in construction plans.
- Maintain accurate and current records and files.
- Research, analyze and report conclusions on a variety of real property issues.
- Coordinate preparation of legal documents related to real property transaction or activities.
- Participate in meetings, hearings, conferences, appeals, and trials to purchase, rent, lease or dispose of real property; manage City real property including lease, rental, disposal and demolition.
- Make presentations to elected officials, boards, community groups, and other public agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training Qualifications:

Experience:

Five years of responsible experience performing real estate and right-of-way acquisition, condemnation, real property management, and commercial leasing services.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, economics, business administration, or a closely related field.

License or Certificate:

Possession of a valid California driver's license at the time of appointment. Must maintain a valid California driver's license as a condition of continued employment.

PHYSICAL DEMANDS:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading reports and contracts.

WORKING CONDITIONS:

The primary working condition is an office environment. Work is performed both indoors and outdoors.