

SENIOR 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 direction, to perform a wide range of investigative, appraisal and negotiation duties related to the acquisition, management, lease and disposal of real property and improvements; to provide assistance in redevelopment and capital development projects through the negotiation of rental rates and lease agreements for harbor properties; and to perform a variety of tasks relative to assigned area of responsibility. This position will serve as a "regular officer" of the City (for purposes of the Business & Professions Code § 10133).

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.*

Performs or coordinates the appraisal and negotiation for the acquisition, rental and sale of land, improvements, right-of-way and easements for municipal purposes; confers with City departments seeking leased facilities; locates, inspects and reports on the suitability and availability of land sites and improvements in the area of desired location; prepares lease terms and reviews and secures execution of formal lease documents; determines proper rental rates and lease terms; prepares and maintains leases and rental agreements; negotiates on behalf of the City for the rental or lease of City-owned properties; confers and corresponds with Federal, State, County and local representatives, title companies and other agencies to resolve questions of legality, procedures and value related to the acquisition of property; reviews and recommends the acceptability of appraisals; prepares deed and escrow instructions; explains relocation benefits to eligible persons and processes claims for relocation payment; forms and administers assessments and maintenance districts; assists in the negotiation of disposition and development agreements with developers; prepares, assembles and processes maps, drawings and documents necessary for completing property acquisition projects; maintains files of annexations including maps and copies of legal descriptions; provides information to the City Attorney in the condemnation process; arranges for repair and maintenance of rented property to the extent of City obligations; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of real property negotiation and appraisal.
- Procedures involved in the purchase, sale, lease and condemnation of real property and the acquisition of land by eminent domain.
- Methods and techniques of negotiating lease agreements.
- Legal instruments used in real estate transactions.

- State requirements for relocation assistance.
- Principles and practices of record keeping.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Perform appraisal and negotiation for the acquisition, rental and sale of land, improvements, right-of-way and easements for municipal purposes.
- Review and recommend the acceptability of appraisals.
- Determine proper rental rates and lease terms.
- Prepare and maintain leases and rental agreements.
- Successfully negotiate on behalf of the City for the rental or lease of City-owned properties.
- Prepare, assemble and process maps, drawings and other documents necessary for completing property acquisition projects.
- Maintain accurate and current records and files.
- 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: Four years of increasingly responsible experience in the 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. A Masters degree is desirable.

Possession of a Master's degree may substitute for one (1) year of the required experience. A valid Real Estate Sales Person License is highly desirable.

License or Certificate: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Field environment; travel from site to site; 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.