

**SUPERVISING 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 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; to provide assistance in redevelopment and capital development projects through the negotiation of rental rates and lease agreements for harbor properties; and performs related work as assigned. 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.*

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff; 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; and performs related duties as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and methods of real property negotiation and appraisal.
- Principles 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.
- Principles of supervision, training, and performance evaluations.

**Ability to:**

- Plan, organize, direct and coordinate the fiscal and accounting operations of the City.
- Supervise, organize and review the work of staff.
- 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 Qualifications**

**Experience:** Five years of increasingly responsible experience in the appraisal and/or negotiation of real property for acquisition, rental and sale. Supervisory experience is desired.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, real estate, or a closely related field. A Master's 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:** A current, valid, California driver's license.

**WORKING CONDITIONS**

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

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