



Job Title	Senior Real Estate Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	16035

Class Specification – Senior Real Estate Specialist

Summary Statement:	
<p>The purpose of this position is to perform professional level duties in support of the City's real estate program including property acquisitions, property disposals, research, and development of agreements and contracts; to conduct feasibility studies for projects affecting City real property; and to perform a variety of duties relative to assigned areas of responsibility. In addition, a Senior Real Estate Specialist may perform a variety of administrative, analytical and operational duties in support of public programs.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Facilitates real property interest acquisitions and disposals for the City, pursuant to all applicable local, state, and Federal laws. Meets negotiates with property owners; prepares and maintains a negotiation log; reviews legal descriptions and depictions; and orders and reviews title work and related legal documents. Prepares value findings; orders and reviews appraisals; and prepares letters and legal documents. Prepares joinders; coordinates with lenders and title companies to ensure all requirements are met; orders checks from accounts payable; and prepares close out packets for property owners. Records documents; coordinates and attends closings with title company; and closes file in database and prepares file for audit. May analyze development projects and prepare fee information; research and develop recommendations for fee increases annually.
20%	Facilitates the donations and exchanges of real property; researches property information; and meets with project managers and property owners. Orders legal descriptions, title work and appraisals; prepares donation agreements and land exchange agreements; obtains signatures; and closes file in database and prepares file for audit.



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20%	Attends applicable City Council meetings for acquisitions, dispositions or other related real estate items; reviews City Council presentation documents for the project managers; and responds to real estate related questions for City Council. May attend City/County Drainage Board and cooperate with the City Finance Department on administering the Drainage Basin Fee Program.
10%	Researches land records and legal documents; assists departments with real estate related items and special projects. May act as a resource for historic information regarding development fees and drainage program research.
5%	Assists Real Estate Services Manager with overseeing the daily operations of the Real Estate Division. Trains and reviews relevant work products of Real Estate Staff.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Advanced – Ability to apply fundamental concepts of theories, work with advanced mathematical operations, and functions of real and complex variable. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:



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Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Five years of full-time professional real property program management experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work. May supervise a regular group of employees.

Supervision Received:
Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
This job title has no budgetary responsibility.

Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never



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Wetness and Humidity	Daily
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Telephone, fax, copier, calculator, computer, scanner, printer, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, SimpliFile, and Web based research tools.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2019