



Job Title	Real Estate Specialist II	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	16032

Class Specification – Real Estate Specialist II

Summary Statement:

The purpose of this position is to perform professional level duties in support of the City's real estate program including property acquisition, relocation assistance, 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.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
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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.
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35%	Acquires easements for the City by meeting and coordinating with project managers; prepares and maintains a negotiation log; reviews legal descriptions and depictions; orders and reviews ownership and encumbrance reports; reviews titles and related legal documents; prepares value findings; determines if an appraisal is necessary; prepares letters and legal documents; prepares joiners and working with lenders; reviews all documents returned by property owner; picks up checks from accounts receivable, prepares transmittal letter to deliver checks; and arranges to have permanent easement recorded.
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30%	Acquires property for the city by meeting with project managers; receives requests for services; prepares and maintains a negotiation log; reviews legal descriptions; prepares value findings; corresponds with project manager; prepares letters and legal documents; corresponds by telephone, email, and meeting personally with property managers to negotiate purchase price; revises letters and legal documents; works with the City Clerk's Office to obtain resolutions; arranges for payment of purchase price and coordinate closing with the title company; reviews returned documents to ensure easement; picks up checks and delivers to title company; attends closing; and provides copies of all documents.
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10%	Processes disposals for property and researches land records by receiving a request for services by telephone, email, or in person; researches land records; prepares letters and legal documents; assists with City Council memo and resolution; coordinates closing with the title company; and closes file in database and prepares file for audit.
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20%	Facilitates the donations and exchanges of real property and executive agreements by meeting with property owners; researches property information; prepares and maintains a negotiation log; prepares executive agreements; finalizes the agreements and obtains signatures; ascertains if recording is preferred and recording, if necessary; determines or designates a controlling department; reviews surveys, legal descriptions, depictions and appraisals; reviews title commitments; prepares donation agreements and exchange agreements; and attends closing and closing files in database.
5%	Acquires avigation easement, public improvement, and drainage easement by coordinating with project manager; reviews and researches a request for services; reviews ownership and encumbrance reports; records easement; and closes file and completes database entries.

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:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. 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:	
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.



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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: Three years of full-time real estate program 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, instructing, and scheduling of work.

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
Wetness and Humidity	Daily
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never



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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: November 2014