



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

Class Specification – Real Estate Specialist, Senior

Summary Statement:

The purpose of this position is to perform advanced, highly-complex 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 myriad of duties relative to assigned areas of responsibility. In addition, a Senior Real Estate Specialist performs a variety of analytical, administrative, and operational duties in support of public programs and projects, including direct oversight of multiple acquisition consultants for specific federal, state or grant-funded projects.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Real Estate Specialist series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.

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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45%	Facilitates negotiations with property owners, both local and foreign, to acquire all aspects of real property interests for the City and Colorado Springs Utilities projects. Ensures compliance with all applicable local, state, and federal laws during the course of each multi-faceted acquisition in collaboration with the City Attorney's Office. Adheres to all guiding principles and each specific department's internal governing bodies. Prepares and maintains an acquisition file to include a record of negotiations; reviews legal descriptions and surveys; and reviews title work and related legal documents. Displays a strong understanding of a variety of title encumbrances and issues, and assists property owners with obtaining clear title in order to complete the acquisitions; prepares market analyses and value findings for all real property interest values, including leases and licenses; engages certified appraisers; coordinates with
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	<p>project engineers, environmental specialists and all applicable local, State and Federal agencies, including quasi-governmental agencies; reviews appraisals; and oversees the creation of all documents needed for the completion of project acquisitions, including project-specific legal documents. Works with all agencies to obtain approval from all governing boards and authorities specific to each project. Manages the development of, and the completion of subordination agreements to protect acquisition interests; coordinates with lenders and title companies to ensure all title requirements are satisfied prior to closing; assures funding is secured for closing; and prepares close out packets for property owners.</p>
20%	<p>Facilitates the disposal of City property, donations and exchanges of real property; researches and assimilates property information; and meets with project managers and property owners regularly to ensure a timely delivery. Prepares Sale Agreements, Donation Agreements and Land Exchange Agreements; facilitates and negotiates pursuant to each transaction through a successful closing; closes file in database and prepares file for audit. Assures all requirements for disposal of City owned property are met and protects assets by reserving city interests.</p>
20%	<p>Assists project managers with all Board and City Council presentations. Attends and presents at applicable City Council meetings for acquisitions, dispositions or other related real estate items; and responds to real estate related questions from City Council.</p>
10%	<p>Researches and assimilates land records and legal documents; assists departments with real estate related items and special projects.</p>
5%	<p>Assists Real Estate Services Manager with overseeing the daily operations of the Real Estate Division. Trains Real Estate Staff and reviews and approves relevant work products. Trains all applicable City Department's Staff and Utilities' Staff on real estate specific procedures and requirements.</p>

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



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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:

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 professional experience in managing all aspects of government real property interest transactions.

Education and Experience Equivalency:



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One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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 Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
 Monitors budget/fiscal expenditures (typically non-discretionary expenditures) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

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



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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