

REAL ESTATE SERVICES SPECIALIST I

JOB DESCRIPTION

Classification Responsibilities: A Real Estate Services Specialist I is responsible for performing property acquisition and management work involving the acquisition, leasing, disposal, abandonment and/or exchange of property as well as the management and maintenance of City-owned property. Work includes responding to questions from the public, document preparation, plan review, negotiating agreements with owners for the acquisition of property and property rights, obtaining owner's signatures, closing transactions, and recording documents. At this level, the employee has contact with title companies, appraisers, attorneys, engineers, sign and fence contractors, utility companies, as well as with property owners and tenants. Must be familiar with standard real estate purchase procedures. Prepares or assists in preparing Council action packets, including Council Reports and resolutions for abandonments/extinguishments, property purchases or sales, and for authorization for the City Manager to execute leases, license, deeds, and easements. This position performs related duties as required.

Distinguishing Features: This class is distinguished from the class Real Estate Services Specialist II by the less complex, smaller dollar value transactions normally assigned to incumbents in this position, as well as not performing the supervisor's duties in the supervisor's absence. An employee of this class performs entry-level technical work in property management and/or property acquisitions. Property management involves demolition of properties as needed, renting, inspecting, and arranging for the maintenance of City's rental property, selling City property, and preparation and maintenance of lease and license agreements. Acquisition work involves conducting negotiations and securing agreements, easements, or deeds from property owners for and to be used by the City. Real Estate Service Specialist I functions also include research to determine ownership, value, and impact of proposed easement/dead files, county tax rolls and subdivision plat maps, construction plans, title reports, and appraisal reports. Coordinates with the other City departments/divisions (such as Engineering, City Attorney, Planning) and with entities outside the City such as the county, other municipalities, utility companies, and contracted appraisers. Employees in this class may progress by noncompetitive promotion to Real Estate Services Specialist II upon meeting the specific criteria-based promotion requirements of performance, education, and experience. This class is supervised by a Real Estate Services Supervisor. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience in property acquisition, leasing and asset management, title searching, real property appraisal, or related real estate work experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Supplemental college-level coursework in Real Estate Law, Civil Engineering, Real Estate Appraisal, professional development curriculum (such as International Right-of-Way Association [IRWA]), or related college level real estate coursework is preferred. Bilingual fluency in reading and speaking Spanish is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, members of management, contractors, public officials, or others in order to assist the general public and to complete property transactions and other job requirements. Represents the department or City at public meetings, other departments, and outside organizations. Contacts property owners by letter or in person to explain the purposes for the easement or right-of-way and provides information on the impact of the proposed action to the property owner. Writes legal descriptions for easements, deeds, extinguishments, and abandonments. Prepares written documents, leases, licenses, bid packages, cost estimates, reports, and recommendations to analyze property transactions. Reviews engineering plans/drawings to ensure accuracy and correct placement of vital information for the assigned project.

Manual/Physical: Enters information into database to maintain up-to-date property ownership, project schedules and for required periodic reports. Produces letters, documents, charts, spreadsheets, etc., using personal computer (PC) and related software. Utilizes hard copy and electronic reference materials to research projects and ensure correctness. Works within standard operating procedures, federal regulations for property acquisition, and relocations involved with federal projects or other standards/guidelines such as environmental regulations involving contaminated properties. Inspects, monitors, and evaluates information or other standards such as federal and state guidelines related to property acquisition and/or property management. Operates a motor vehicle requiring a standard Arizona Driver's License to record documents with the County Recorder and to meet with citizens and customer contacts regarding issues within scope of job requirements. Meets scheduling and attendance requirements.

Mental: Acquires easements/rights-of-way for City usage from property owners by preparing a legal description of the property to be acquired. Determines legal ownership of the property. Negotiates with the owner to reach a mutually acceptable price and/or conditions. Researches various Real Estate Services files, maps, and document to answer question from the public regarding legal descriptions, lot dimensions, ownership existing or future easements or rights-of-way, and/or related real property-oriented information. Coordinates and/or processes abandonment and extinguishment requests by explaining the procedures, and contacting all affected utility organizations/municipalities for their approval and comments. Reads plats, quarter section maps, and related maps. Reads/interprets project plans, blueprints, layouts, schematics, and related engineering drawings. Performs mathematical/statistical computations, financial and/or cost analysis related to property values. Prepares necessary maps, descriptions and documents for resolutions for City Council. May draft resolutions in routine cases. Evaluates prospective tenants of City rental property by considering employment history, recommendations of previous landlord, credit history, and general stability. Reviews construction plans and maps in order to determine the amount of right-of-way needed from each individual owner. Prepares and reviews and negotiates leases and licenses as appropriate for City needs.

Knowledge/Skills/Abilities:

Knowledge of:

City, state, and federal laws, regulations, and ordinances governing right-of-way/real property acquisition and eligibility for and amount of relocation allowance;
engineering terminology relevant to right-of-way/real property acquisition;
title search procedures;
right-of-way/real estate acquisition-oriented research and purchase closing procedures;
property management, asset management, and leasing procedures;
real estate and property rental laws and real estate appraisal procedures; and
City of Mesa abandonment/extinguishment policies and procedures.

Skill in:

communicating effectively with a wide range of individuals ranging from citizens, attorneys, elected officials, coworkers, management, and other professionals involved in the real estate acquisition or property management process; and
use of PCs and related software to maintain and access databases and to prepare reports.

Ability to:

work under frequent high pressure, sensitive deadlines;
perform mathematical calculations, and financial and/or cost analysis in order to compute valuations for real property;
learn job-related material through on-the-job training regarding property appraisals, property management, leases, purchases, and relocations;
conduct research and analyze data for property appraisals to determine property values and set lease rates;
read blueprints, schematics, drawings, architectural renderings, contracts, leases, and routine real estate transaction documents, as well as financial statements associated with real estate acquisition and management;
resolve sensitive situations and negotiations by effectively dealing with citizen contacts; and
communicate effectively to establish and maintain effective working relationships with those contacted in the course of work both internally and externally.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 49-200

PAY GRADE: 48

IND-8810

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