

## **REAL ESTATE SPECIALIST II**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Real Estate Specialist II is responsible for performing professional level real estate work including acquisition of real property, leasing, disposal, and/or exchange of City owned property and assisting with the management and maintenance of City owned property for City or government purposes. The Real Estate Specialist II is responsible for the acquisition of residential and commercial real properties involving private, county, state, and federal lands. In the absence of the Property Management Coordinator this position may assist or be responsible for asset and physical management of City owned and leased property. This position will be contacting and coordinating with title companies, appraisers, attorneys, engineers, sign and fence contractors, utility companies, property owners, and tenants for various projects. An employee in this classification must be thoroughly familiar with standard government/city real estate purchase and management procedures. This class identifies and resolves procedural, operational, and other work-related problems, including making decisions for awarding contracts for appraisals, maintenance, repair, closing on escrow, and determining negotiations approach for acquisition of parcels. This position acquires properties of a high dollar value and/or sensitive nature by negotiating acceptable compensation. When working with relocation and acquisition, an employee in this class evaluates and locates available decent, safe, and sanitary living accommodations and suitable business facilities commensurate with prospective tenant or owner's ability to pay, and matches displaced residents' needs with resources from various outside agencies and organizations. The Real Estate Specialist II prepares the following materials: documentation and contracts for sensitive complex high dollar value acquisitions, Council action packets (including Council reports and resolutions for abandonments, property purchases, and related information), and information for the City Attorney's office to initiate eminent domain proceedings as well as for authorization of the City Manager to execute deeds and easements. The incumbent reviews property appraisals, negotiates or assists in negotiation of acceptable compensation with property owners, and provides "on-the-job" training for Real Estate Specialist I's so that they can acquire more technical skills such as plan review, reviewing appraisals, and title reports. This class has a clear understanding of severance damages. This class is expected to exercise initiative and independence in setting work priorities and completing assignments in an organized and efficient manner. The Real Estate Specialist II position includes research to determine ownership, value, and impact of proposed easement/deed files, county tax rolls and subdivision plat maps, construction plans, title reports, and appraisal reports. The employee 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 for real estate purposes. In the absence of the Property Management Coordinator, this position may perform some property management duties including: coordination of 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. This position performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Real Estate Specialist I class by the greater complexity, sensitivity, and dollar value of projects; and greater interaction with top level management. A Real Estate Specialist II may specialize in Relocation and Acquisition or working with major residential and business properties. This class is supervised by a Real Estate Supervisor or Real Estate Manager. 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 an Associates' Degree from an accredited educational institution. Considerable (3 – 5 years) experience in public sector right-of-way acquisition, title searching, legal descriptions, property and/or asset management, construction plans, and real property appraisal experience.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** Bachelor's Degree in Public or Business Administration, Real Estate, Economics, or related field from an accredited educational institution is preferred. Supplemental college-level coursework in Real Estate Law, Civil Engineering, or Real Estate Appraisal is desirable. Professional certification from the International Right-of-Way Association (IRWA) or other related professional organizations is highly preferred. Bilingual fluency in reading and speaking Spanish is highly desirable. Experience with and/or understanding of governmental requirements/codes/ordinances as they relate to real property is preferred.

## 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 Real Estate group and/or the City at various meetings and settings. Provides on-the-job training for Real Estate Specialist I's through formal written procedures/manuals and hands-on experience regarding acquisition procedures. Communicates effectively (orally and in writing) with clearly organized thoughts with the general public, staff, and City Council. Prepares written documents, appraisals, reports, and recommendations to analyze property transactions, develop procedures, and other job responsibilities. Explains engineering plans/drawings using non-technical language to property owners. Coordinates and/or processes abandonment and extinguishment requests by explaining the procedures and contacting all affected utilities, municipalities, or organizations for their approval and comments.

**Manual/Physical:** Prepares and updates charts to determine project schedules and to utilize in reports. Produces letters, documents, charts, spreadsheets, etc. using a personal computer (PC) and related software. Utilizes hard copy and electronic reference materials to research projects and ensure accuracy. Assists with the review of Real Estate Specialist I's work to ensure compliance with standard operating procedures, federal regulations for property acquisition and relocations involved with federal projects, or other standards/guidelines. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to meet with citizens and customer contacts regarding issues within scope of job requirements. Inputs data into an information database for project progress/completion reporting. Meets scheduling and attendance requirements.

**Mental:** Determines legal ownership of property by contacting the owner(s) by letter or in person to explain the purpose and the process, requesting an appraisal of the property, and negotiating mutually acceptable compensation with the owner(s). Follows through with all closing activities (setting up escrow accounts and determining relocation allowance) necessary to complete the acquisition. Determines size and location of future right-of-way and/or easements by reviewing rezoning requests and building permit plans, and calculating needs based on current or proposed zoning and intended use of property. Trains and assists Real Estate Specialist I's in the technical aspects of right-of-way and/or real property acquisition and related procedures by explaining new and revised procedures and rules, discussing alternative solutions to problems, and providing technical expertise. Determines property value of proposed acquisitions by appraising or requesting an appraisal and evaluating the appraisal results and recommendations considering any special circumstances or conditions that may affect the price. Maintains accounting of funds for projects on specific budgets through documentation and justification of expenditures. Prepares necessary maps, descriptions, and documents for the City Attorney to use in preparing resolutions for City Council. Research various Real Estate Division files, maps, documents, and information resources to answer questions regarding legal descriptions, ownership, location/size of current and future right-of-way and/or easements, and related real property or Real Estate oriented information. Prepares cost estimates to evaluate the most feasible route selection for planning purposes. Reads plat, quarter sections, and related maps. Reads/interprets project plans, layouts, schematics, and related engineering drawings. Performs mathematical/statistical computations, financial, and/or cost analysis related to property values.

**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;  
City abandonment and/or extinguishment policies and procedures;  
property and asset management principles and procedures;  
basic budget monitoring procedures and practices;  
engineering and terminology relevant to right-of-way/real property acquisition;  
title search procedures; and  
right-of-way/real estate acquisition-oriented research and purchase closing procedures.

Skill in:

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

Ability to:

work under frequent high-pressure and sensitive deadlines;  
perform mathematical calculations, financial, and/or cost analysis in order to compute valuations for real property;  
learn job-related material through training regarding property appraisals, purchases, and relocations, as

well as asset and property management;  
remain current in assigned areas of responsibilities through reading, discussion, continuing education coursework, and other means as directed by management;  
read record drawings, schematics, architectural renderings, contracts, leases, and routine real estate transaction documents, as well as financial statements associated with real estate acquisition and management; and  
communicate effectively with the public, staff, and outside vendors to establish and maintain effective working relationships.

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.

Revised 6/25

JV

CS4585

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 54

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 038-200