

## REAL ESTATE SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Real Estate Supervisor is responsible for assisting the Real Estate Manager in managing the property acquisition and property management functions of the Real Estate group, including performing highly specialized, sensitive, and high dollar real property acquisition work. This position is a highly skilled technical and professional classification in which the incumbent directly supervises Real Estate Specialists and the Property Management Coordinator. Duties include: supervising, planning, assigning, prioritizing, and evaluating the work of assigned staff; resolving concerns; and ensuring staff maintains project budgets and schedules, legal documents, and technical competencies in addition to keeping databases up-to-date for project reporting. This position develops and implements procedural and policy manuals as well as in-house training. Analyzes the operational efficiency of the property acquisition function and determines training needs and procedural changes in consultation with the Real Estate Manager. Duties also include: performing property acquisitions by purchase, dedication, lease, or legal process by coordinating and analyzing property appraisals, environmental reports, title reports, and other documents to negotiate acceptable compensations and agreements with property owners, business owners, attorneys, and others to meet the real estate needs of City projects. Coordinates with City Departments and Divisions for Capital Improvement Projects to provide real estate advice, track real estate needs, and meet project schedules. Works directly with real estate staff and City Attorney staff on preparing and executing legal documents. Develops, executes, and tracks professional contracts with appraisers, title companies, and others. Strong understanding of and problem-solving skills needed to resolve complex real estate issues. Handles multiple projects simultaneously and uses good judgement in prioritizing work assignments. Makes public presentations such as City Council and neighborhood meetings. This class performs related duties as required.

**Distinguishing Features:** This class assists the Real Estate Manager in performing highly specialized, sensitive, and high dollar real property acquisition work. This class is supervised by the Real Estate Manager and will serve as the Real Estate Manager in their absence. 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 an accredited college or university with a bachelor's degree in Real Estate, Business Administration, Public Administration, or a related field. Extensive (5+ years) technical experience (preferably in the public sector) in right-of-way acquisition and property acquisition, including escrow or title work, real estate or eminent domain law, legal descriptions, construction plans, and real property appraisal experience. Some federal acquisition or relocation experience.

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

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** Certification as a Senior Right-of-Way Agent by the International Right-of-Way Association (IRWA) is desirable. Two years of supervisory experience is also preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, public officials, or others to assist, interpret, and discuss Real Estate processes and procedures. Represents the City on behalf of the Real Estate group at various public meetings. Instructs and/or trains subordinate staff through formal written procedures/manuals regarding acquisition procedures. Prepares detailed analytical and technical documents, City Council reports, staff reports, appraisals, and other reports, and recommendations to analyze property transactions, develop procedures, and other job responsibilities. Develops, reviews, and negotiates detailed professional-level purchase contracts, purchase agreements, lease agreements, and redevelopment agreements. Interprets and explains engineering plans/drawings to the general public and professional staff using non-technical language. Establishes and maintains effective working relationships with coworkers, supervisors, contractors, designers, and the general public.

**Manual/Physical:** Reviews the work products of assigned staff and other individuals to ensure compliance with standard operating procedures, 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. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to contact property owners and inspect sites and properties being acquired, sold, or managed by the Real Estate group. Prepares and/or updates maps, schedules, graphs, or similar charts to ensure timely project completion. Meets scheduling and attendance requirements.

**Mental:** Assists the Real Estate Manager in planning, organizing, and directing the activities of the Real Estate group. Supervises, plans, assigns, prioritizes, and evaluates the work of assigned employees; completes performance appraisals; resolves work-related problems; and ensures staff maintains information to keep databases up-to-date for project progress/completion reporting. Resolves procedural, operational, and other work-related problems. Conducts regular staff meetings and ensures staff information is shared to foster cross-training in all areas. Trains and assists less experienced staff members in the technical aspects of right-of-way/real property acquisition and related procedures by explaining new/revised procedures and/or rules, discussing alternative solutions to problems, and providing technical expertise. Negotiates and acquires residential and commercial property of a very high dollar value, or of a highly sensitive nature, by completing all applicable real estate procedures including coordinating and analyzing property appraisals, environmental reports, title reports, and other documents to negotiate acceptable compensations and agreements with property owners, business owners, attorneys, and others to meet the real estate needs of the City including Capital Improvement Projects. Follows through with all closing activities (including setting up escrow accounts) necessary to complete the acquisition. Attends and presents at City Council, Advisory Board, and committee meetings, as well as court hearings or settlement proceedings. Determines size/location of future right-of-way/easements by reviewing and analyzing rezoning requests and building permit plans reading and interpreting legal descriptions and calculating right-of-way/easement needs based on current or

proposed zoning and intended use of property. Research various Real Estate oriented information (example: files, maps, documents, ownership, location/size of current/future right-of-way/easements, and related real property). Reviews transactions and payment requests for compliance with applicable laws, ordinances, procedures, and practices. Reads, interprets, and analyzes project plans, layouts, schematics, and related engineering drawings and trains Real Estate staff to do the same. Reads plats, quarter sections, and related maps. Performs mathematical/statistical computations, and financial and/or cost analysis related to property values. Monitors expenditures for conformance to the budget. Maintains accounting of funds for projects on specific budgets through documentation and justification of expenditures. Develops and implements procedural and policy manuals. Analyzes the operational efficiency of the property acquisition and property management functions.

**Knowledge/Skill/Abilities:**

Knowledge of:

principles and practices of management and supervisory techniques;  
city, state, and federal laws, regulations, and ordinances governing right-of-way/real property acquisition/disposition procedures, policies, and practices;  
city, state, and federal regulations/guidelines regarding relocation policies and procedures;  
budget preparation/monitoring procedures and practices;  
engineering principles and terminology relevant to right-of-way/real property acquisition;  
supervision and performance management, using team approach and customer-service focus;  
real estate purchase closing procedures; and  
City of Mesa abandonment/extinguishment policies and procedures.

Skill in communicating effectively with a wide range of individuals including citizens, neighborhood groups, corporate-level officials, senior management, subordinates, and other professionals involved in the real estate acquisition and property management process.

Ability to:

work under frequent deadlines, often in stressful conditions, while assisting the Real Estate Manager in managing the day-to-day activities of the Real Estate group;  
effectively manage subordinate staff, including completion of performance evaluations, coaching, training, and developing subordinate staff skills;  
make presentations of a technical nature, using appropriate multi-media technology, and to respond to questions from City officials as well as members of the general public and neighborhood groups;  
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, purchases, and relocations;  
use personal computers and related software to maintain and access databases, and prepare reports;  
obtain appropriate professional certifications and remain current in assigned areas of responsibilities through reading, discussion, continuing education coursework, and other means appropriate to the profession;

read project plans, schematic drawings, architectural renderings, contracts, leases, and routine real estate transaction documents, as well as financial statements associated with real estate acquisition and management; and  
prepare procedural manuals and train staff to implement required procedures.

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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MR/js/yf

CS5311

EEO-Prof

JOB FCTN-ADM

INCREMENTS 19-200

PAY GRADE 56

IND-9410

SWORN-No