

REAL ESTATE SERVICES SPECIALIST II

JOB DESCRIPTION

Classification Responsibilities: A Real Estate Services Specialist II is responsible for performing journey-level professional acquisition or real property and management work, including providing relocation assistance and services to business owners, property owners, and residents displaced within the City in compliance with City policy as well as state law and federal guidelines. The Real Estate Services Specialist II is responsible for the acquisition of commercial real properties involving private, county, state, and federal lands. The incumbent may also be responsible for asset and physical management of City-owned and leased properties. At this level, the employee has contact with title companies, appraisers, attorneys, engineers, sign and fence contractors, utilities companies, as well as with property owners and tenants. An employee in this classification must be thoroughly familiar with standard real estate purchase and management procedures. 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. Acquires commercial 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 Services Specialist II prepares the following materials for supervisory review: 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 Services Specialist I's so that they can acquire more technical skills. Employees of this classification may perform duties of the supervisor in the supervisor's absence. The position performs related duties as required.

Distinguishing Features: This class is distinguished from the Real Estate Services Specialist I class by the greater complexity, sensitivity, and dollar value of projects; greater interaction with top level management; and team leader responsibilities, including performance of supervisor's duties in the supervisor's absence. A Real Estate Services Specialist II may specialize in Relocation and Acquisition, working with major residential and business properties in the Central Mesa downtown redevelopment area. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance, education, and experience. This class is supervised by a Real Estate Services Supervisor or Real Estate Services Administrator. 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, Public Administration, or closely related field. Good (1 - 3 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 Requirement. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Professional certification from International Right-of-Way Association (IRWA) or other related professional organization is highly 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 Real Estate Services and/or the City at various meetings and settings. Provides on-the-job training for Real Estate Services Specialist Is through formal written procedures/manuals and hands-on experience regarding acquisition procedures. 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 extinguishments 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 and related software. Utilizes hard copy and electronic reference materials to research projects and ensure accuracy. Assists with the review of Real Estate Services Specialist Is work products 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 to 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 purposes 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 rights-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 Services Specialist Is 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 in light of 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. Researches various Real Estate Services Division files, maps, documents, and information resources to answer questions regarding legal descriptions, ownership, location/size of current and future rights-of-way and/or easements, and related real property or Real Estate Services-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, blueprints, 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 personal computers and related software to maintain and access database and to prepare reports.

Ability to:

work under frequent high-pressure, 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 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; 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.

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EP/co/js

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 49-200

PAY GRADE: 49

IND-8810

SWORN-No