

## REAL ESTATE SERVICES SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Real Estate Services Supervisor is responsible for assisting the Real Estate Services Administrator in managing the property acquisition and property management functions of the Real Estate Services 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 Services Specialists. 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. 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 Services Administrator. Duties also include: performing property acquisitions and management work whether by purchase, dedication, lease, or legal process; requesting and reviewing property appraisals, title reports, and other documents; negotiating acceptable compensations and agreements with property owners and potential lessees of City property, works directly with real estate staff and City Attorney staff on legal documents. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Real Estate Services Specialist II class by having full supervisory responsibility of the latter class and assisting the Real Estate Services Administrator in performing highly specialized, sensitive and high dollar real property acquisition work. This class is supervised by the Real Estate Services Administrator and will serve as the Real Estate Service Administrator 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. Five or more years technical experience (preferably in 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 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 Services Department 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.

**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 Arizona Driver's License to contact property owners and inspect sites and properties being acquired, sold, or managed by Real Estate Services. 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 Services Administrator in planning, organizing, and directing the activities of Real Estate Services. 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 services procedures. Follows through with all closing activities (including setting up escrow accounts) necessary to complete the acquisition. Attends City Council, Advisory Board, and committee meetings, as well as court hearings or settlement proceedings. Determines size/location of future rights-of-way/easements by reviewing rezoning requests and building permit plans and calculating easement/right-of-way needs based on current or proposed zoning and intended use of property. Researches various Real Estate Services oriented information (example: files, maps, documents, ownership, location/size of current/future easements/rights-of-way, and related real property). Analyzes acquisition by requesting appraisals and evaluating the appraisal results/ recommendations to determine appropriate property values. Reviews transactions and payment requests for compliance with applicable laws, ordinances, procedures, and practices. Reads/interprets project plans, blueprints, layouts, schematics, and related engineering drawings and assists Real Estate staff in interpretations. 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 Services Administrator in managing the day-to-day activities of Real Estate Services;  
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 blueprints, schematic drawings, architectural renderings, contracts, leases, and routine real estate transaction documents, as well as financial statement 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.

New 2/19

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