

REAL ESTATE SERVICES ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: A Real Estate Services Administrator is responsible for managing the property acquisition and property management functions of the Real Estate Services office, including developing and implementing policies and procedures related to the acquisition, management, and leasing of real property for the City of Mesa, as well as overseeing the preparation and administration of the Real Estate Services budget. This position is a highly skilled technical and professional classification in which the incumbent supervises a staff of Real Estate Services Specialists in performing advanced and complex residential and commercial property acquisitions. The incumbent in this class performs highly specialized and sensitive real property acquisition work, including the acquisition of properties which are highly sensitive in nature, and which may have values of one million dollars or more. Responsibilities also include: performing property acquisitions and management whether by purchase, dedication, lease, or legal process; supervising the research and preparation of legal descriptions; requesting and reviewing property appraisals; and negotiating acceptable compensations with property owners. In addition, this class develops short- and long-range goals and objectives, serving as an advisor to City management, the City Council, and other City departments for property acquisition, management and leasing activities. In addition to property acquisition, the Real Estate Services Administrator is responsible for the sale, lease and exchange of all City owned property and rights-of-way, including those associated with Town Center Redevelopment activities. This class performs other related duties as required.

Distinguishing Features: This class has been designated as a non-classified, non-merit system, at-will position. The incumbent is expected to exercise considerable judgment and discretion inquiring, selling, and leasing City property, and is responsible for the effectiveness of the overall operations of Real Estate Services. The property acquisition function includes: acquisitions of rights-of-way, easements, residential properties, and commercial properties for various City uses. The property management function has four major components: management of various City-owned farm lands and citrus groves; the care and management of various residential, commercial, and vacant properties; the leasing of City properties for private use and the leasing of private properties for City use; and the sale or disposal of all City land and land rights that are no longer needed for City use. The incumbent performs the most technical, complex, and sensitive acquisitions. Work is performed under the general direction of the City Engineer, who reviews work through conferences, meetings and the evaluation of overall results achieved. This class is FLSA exempt-executive.

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 of progressively responsible managerial, administrative, and technical experience in a similar real estate operation in the public sector, including public sector right-of-way acquisition and property management, two years of which must have been in a supervisory capacity.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Certification as a Senior Right-of-Way Agent by the International Right-of-Way Association (IRWA) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the City Council, various advisory boards and committees, City officials, other City employees, business owners, property owners, developers, and the general public, to effectively discuss the City's acquisition, relocation, sale, and property management policies and procedures. Represents the City or Real Estate Services at various public meetings. Prepares detailed analytical and technical documents, City Council reports, staff reports, appraisals, and other reports. Analyzes, describes, and recommends alternatives to the City Manager and other management staff regarding property acquisitions for proposed City projects and programs. Develops, reviews, and negotiates detailed professional-level purchase contracts, purchase agreements, lease agreements, and redevelopment agreements. Interprets and explains engineering plans/drawings to the professional and general public 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: Plans, organizes, and directs the activities of the Real Estate Services staff and prepares performance appraisals. Resolves procedural, operational, and other work-related problems. Supervises and evaluates the work of staff to ensure compliance with City policies and procedures. Prioritizes and assigns work, resolves work-related problems by coordinating meetings with other departments and governmental agencies, and provides appropriate directions to Real Estate Services staff. Conducts research and analyzes data to accomplish department and division objectives. 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 providing technical expertise. Ensures timely completion of assigned projects, monitors budget expenditures, and ensures all transactions and negotiations are conducted in accordance with applicable laws, ordinances, procedures, and practices. 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. Reviews appraisals for real property to ensure they follow accepted real estate appraisal practices. Determines the best approach to utilize in negotiations, recognizing the sensitive nature of some projects, external influences, dollar values, and environmental concerns. 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.

Knowledge/Skills/Abilities:

Knowledge of:

principles and practices of management and government organizations, the operation of City of Mesa departments and divisions;
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;
local business economies, real estate values, and property acquisition/management philosophies;
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;
City of Mesa abandonment/extinguishment policies and procedures; and
strategic planning policies and procedures.

Skill in:

communicating effectively with a wide range of individuals, including citizens, neighborhood groups, corporate-level officials, senior management, Real Estate Services staff members, peers and other professionals involved in the real estate acquisition, leasing, and management process; and
negotiating business contracts and purchase arrangements within the Mesa community using win-win negotiation skills.

Ability to:

work under frequent deadlines, often in stressful conditions, while managing the day-to-day activities of Real Estate Services;
develop and implement strategic plans;
effectively manage subordinate general and professional level staff, including completion of performance evaluations, coaching, and developing subordinate staff skills;
make public 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;
use personal computers and related software to maintain and access databases, prepare reports and visual aids for presentations to City officials and other individuals, develop budgets, and administer activities within established budget parameters;
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;
perform mathematical calculations, and financial and/or cost analysis in order to compute valuations for real property;
read and interpret 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
recognize community growth and trends and direct appropriate changes in Real Estate Services' policies and 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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JOB FCTN-ADM

INCREMENTS 49-200

PAY GRADE: 55

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