

DATE	November 2010
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Real Estate Program Manager DEPARTMENT/DIVISION: Engineering REPORTS TO: Engineering Director

**SUMMARY:** Responsible for performing work relating to coordinating the City's real estate needs such as obtaining property for projects; evaluating property rights; preparing related documents; determining easements and right of way; and, disposing of property that is no longer needed. Work is performed with general direction, working from broad goals and policies.

#### **ESSENTIAL JOB FUNCTIONS:**

- Obtains real property for City projects, which includes: analyzing the appropriateness of
  property acquisition methods for projects; preparing acquisition plans; estimating
  acquisition costs; determining fair market value of properties; prioritizing acquisitions in
  collaboration with Project Managers; tracking expenditures for properties; evaluating and
  hiring contract professionals; and/or, performing other related activities.
- Evaluates property rights and prepares documents for review by the Legal department for title issue resolution and guidance; preparing documents for the conveyance of rights; determining if eminent domain proceedings are appropriate; preparing documents for eminent domain proceedings; testifying in eminent domain proceedings; and/or, performing other related activities.
- Analyzes and determines locations of existing easements and rights-of-way. Reviews easement documents for developers and property owners. Responds to related inquiries from developers, property owners, citizens, and internal departments.
- Disposes of property no longer required for City use through public auctions and abandonment procedures. In collaboration with other applicable authorities, analyzes properties delinquent in tax payments and determines their potential for rehabilitation.
- Maintains real estate transaction files and databases.
- Prepares agenda items, resolutions, and ordinances for City Council consideration.
- Participates in professional service company selection activities, which includes: soliciting short-term bids from vendors; defining specifications; recommending vendor selections; processing vendor payments; and/or, performing other related activities.
- Performs other duties as assigned.

## SUPERVISORY/BUDGET RESPONSIBILITIES:

• None.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of real estate principles and practices;
- Knowledge of urban development theories;
- Knowledge of title work and transaction closing procedures;
- Knowledge of applicable laws, rules, regulations, policies, and procedures;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in preparing a variety of legal documents related to real estate transactions;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in managing contracts;
- Skilled in performing property valuations;
- Skilled in utilizing independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

# MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Completion of Real Estate coursework.
- Three years of commercial real estate experience.
- Must possess Real Estate License **or** IRWA Negotiation/Acquisition Certification within 12 months of employment.
- Must possess a valid Texas Driver's License.

### PREFERENCES:

None.

#### **WORKING CONDITIONS:**

- Frequent sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

### **CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.