



Office of Human Resources
Real Estate Agent Senior - CA2279
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General Statement of Duties

Performs specialized real estate consulting and project development and/or management work including the acquisition, disposition, sale, and leasing of property from inception to completion.

Distinguishing Characteristics

The Real Estate Agent Senior performs specialized real estate consulting and project development and/or management and conducts the more financially significant and sensitive/difficult property transactions. This class is distinguished from a Real Estate Agent that researches, negotiates, and concludes a variety of transactions for the acquisition, sale, disposition, and lease of real property and performs project development and/or management work on moderately difficult projects.

Level of Supervision Exercised

By position, supervises lower level professional staff. By position, matrix manages project staff.

Essential Duties

Performs project management and/or development work involved in acquiring space and property including budget and contract administration, negotiation of cost, and supervision of contractors and consultants.

Directs the operation of land matters including appraising, negotiating for, purchasing, and disposing of property and preparing and executing the necessary documents for such actions and the maintenance of land records and files.

Analyzes current real estate holdings to optimize the assigned real estate portfolio and makes recommendations for upgrades, rehabilitation, re-use, or disposal based on analysis.

Analyzes real estate and development patterns, plans and forecasts space and property needs, and develops master plans for future development of facilities and property.

Provides strategic planning, advice, and recommendations to policy and decision makers related to the use of city land/space policies and requirements.

Performs market analysis in the sale, acquisition, and/or leasing of real property and reviews completed appraisals for compliance with city, industry, and legal requirements.

Presents on projects to decision making and legislative bodies, administrative officers, neighborhood groups, and/or other stakeholders.

Coordinates effort to bring stakeholders together who have opposing views and interests to successfully complete projects.

By position, develops, manages, and markets complex and/or special business projects and programs to expand, recruit, retain, and target new compatible businesses.

By position, performs business recruitment, expansion, and retention assignments related to site location and permitting.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Knowledge & Skills

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of financial analysis and research techniques sufficient to be able to determine what information is needed and secure, analyzes desired information, and integrate research into reports and/or databases.

Knowledge of land management practices sufficient to be able to assess and evaluate physical characteristics and utility of real property

Knowledge real estate practices sufficient to be able to conduct in-the-field site assessments of real, vacant, and improved properties including understanding boundary, utility, alta, and topographic surveys.

Knowledge and application in negotiations of real estate contract law sufficient to be able to propose settlements that require this knowledge, as well as what is acceptable in Government Real Estate.

Knowledge of budgeting practices and requirements sufficient to be able to administer capital and/or operating budgets.

Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public.

Skills in evaluating and developing recommendations on the suitability of current and proposed sites and facilities (development knowledge).

Education Requirement

Bachelor's Degree in Public Administration, Business Administration, Political Science, Real Estate, or a related field.

Experience Requirement

Three (3) years of professional level real estate experience performing development management, and negotiating and concluding sales, purchases, and commercial and/or industrial leasing transactions in a private and/or municipal setting, applying real estate contract law concepts.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherally.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification

Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-813
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: