

PROPERTY SERVICES SUPERVISOR

SUMMARY/PURPOSE

To direct and lead property services in the acquisition, disposition, development, and leasing of City-owned real estate.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Manage property acquisitions, sales, lease agreements, use agreements and all other contractual arrangements related to City owned properties and facilities.
2. Direct and manage citywide real estate projects and serve as a resource and facilitator for all property and real estate services for all divisions and departments across the City organization.
3. Provide direct real estate services in support of City Business Development initiatives and projects.
4. Represent the city in negotiations with owners, developers, attorneys, agents, and citizens in selling, leasing or purchasing City real estate within City policies to ensure reasonable consideration and value for assets.
5. Oversee the management of the review process for community generated facility, parks, and other property project proposals.
6. Act as liaison between City departments/divisions and agencies to identify and resolve issues affecting interagency coordination, municipal operations, and real estate assets.
7. Develop and implement improvements to City contract, real estate and property management processes to ensure adoption of effective policies, procedures and ordinances.
8. Research and interpret engineering plans, development plans, appraisals, reports, surveys, legal descriptions and other real estate data and draft contracts and agreements.
9. Analyze, evaluate, approve and monitor contract terms of various real estate transactions and agreements ensuring that all legal documents are accurate and comprehensive.
10. Prepare written reports and materials for presentations to keep elected officials, managers and the public fully informed.
11. Develop, support, and as necessary, coordinate the Division purchasing functions for all property and facility's needs.
12. Function as an integral member of the Division's management team.
13. Assist in the management of contract administration as needed.
14. Manage and perform other projects and tasks as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Graduation from an accredited technical or college university with a bachelor's degree in in Business Administration, Real Estate, Law, Public Administration, or related field, plus five years of experience in real estate law; or
 - B. Seven years of full-time, verifiable experience with a multi-disciplinary background in law, housing, real estate, project management, or public administration.
2. Knowledge Requirements
 - A. Considerable knowledge of the principles of government administration, departmental policies and practices, procurement procedures, and budgeting.
 - B. Knowledge of contract preparation and management principles and practices.
 - C. Knowledge of budget management principles and practices.
 - D. Knowledge of data analysis methods and techniques.
 - E. Knowledge of purchasing processes and procedures.

- F. Knowledge of contract negotiation techniques.
 - G. Knowledge of English grammar, spelling and punctuation.
3. Skill Requirements
- A. Skill in communicating logically and accurately in oral and written forms.
 - B. Skill in the operation of a personal computer and job-related software applications.
 - C. Skill in gathering, evaluating, and transmitting technical legal information and other data.
 - D. Skill in negotiating and presenting.
4. Ability Requirements
- A. Ability to draft complex contracts.
 - B. Ability to respond to inquiries regarding contract obligations, renewals or revisions in a timely manner and with complete accuracy.
 - C. Ability to define and analyze problems and to project consequences of recommendations.
 - D. Ability to interpret laws, ordinances, and administrative policies and to explain them to others.
 - E. Ability to work independently with minimal supervision.
 - F. Ability to maintain a professional demeanor in stressful situations.
 - G. Ability to establish and maintain effective working relationships with other City employees, vendors, the public, and others.
 - H. Ability to compile reports from a wide variety of sources.
 - I. Ability to perform a wide variety of duties with accuracy and speed under the pressure of time-sensitive deadlines.
 - J. Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
 - K. Ability to develop long-range plans and create and implement innovative programs to achieve goals.
5. Physical Ability Requirements
- A. Ability to frequently sit, type, talk, and hear.
 - B. Ability to sit for extended periods.
 - C. Fine dexterity to operate computers and other office equipment.
 - D. Visual acuity to read material and inspect documents for accuracy.
 - E. Ability to hear and speak clearly to exchange information.
 - F. Ability to occasionally bend, stoop and reach for supplies, files, etc.
 - G. Ability to occasionally lift and carry office items weighing up to 20 pounds.
 - H. Ability to attend work on a regular basis.

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