

PROPERTY SERVICES SPECIALIST

SUMMARY/PURPOSE

To perform highly skilled research, title search, and other related administrative and technical work in support of planning, coordination, and management of land acquisition, disposition, leasing, facility projects, parks projects and various other types of use agreements and property and facilities related projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Manage and coordinate assigned departmental or citywide real estate projects.
2. Support, coordinate and manage citywide property and real estate service needs as assigned.
3. Research surveys, parcels, legal descriptions and other real estate data and information
4. Create and maintain a citywide project and property filing system and records.
5. Support the management of grants, projects and use/lease agreement execution and monitoring.
6. Suggest solutions and strategies to resolve property issues.
7. Plan, coordinate and monitor technical and legal processing of land acquisition, disposition, lease and use agreements.
8. Monitor and assess the effectiveness of programs and activities.
9. Recommend changes in methods, procedures and policies to improve operations.
10. Provide technical assistance to staff regarding land acquisition and disposition policy, contractual provisions and other related matters.
11. Participate in the development of requests for proposals.
12. Review development proposals to ensure compliance with applicable design and development criteria.
13. Coordinate evaluation of reuse alternatives.
14. Attend public meetings to supply information on land dispositions, sales contracts, and property acquisitions.
15. Draft complex redevelopment contracts and review contracts prepared by others to ensure that the proper legal provisions are covered.
16. Develop programs related to marketing real estate services and develop and implement specific procedures to operate these programs.
17. Coordinate development of department and project budgets.
18. Maintain computerized records related to real estate transactions and other departmental activities.
19. Prepare offers, purchase agreements, deeds, notes and mortgages, redevelopment contracts, certificates of completion, leases, liens, escrow agreements and other related legal and offering documents.
20. Coordinate, conduct and/or attend real estate closings; resolve title problems with Title Company and sellers; direct release of escrow; coordinate acquisition activities with relocation and property management staff.
21. Administer, coordinate and support the Citywide Project Proposal review process.
22. Serve as the primary City representative on the Duluth Public Arts Commission.
23. Support and coordinate assigned inter-divisional (Parks & Recreation, Parks Maintenance, and Property and Facilities Management) parks property use, maintenance, capital, planning and arts/donation projects and/or initiatives.

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 Business Administration, Real Estate, Law, Public Administration, or related field, plus two years of experience in real estate; or
 - B. Four years of full-time, verifiable experience with a multi-disciplinary background in real estate.

2. Knowledge Requirements
 - A. Knowledge of the principles and practices of real estate acquisition and disposition, appraisal methods and techniques and housing and real estate financing.
 - B. Knowledge of federal, state and local laws, rules and regulations relating to the acquisition and disposition of real property.
 - C. Knowledge of City and Department programs, policies and procedures.
 - D. Knowledge of Geographic Information Systems (GIS).
 - E. Knowledge of relevant market data and appraisal values.

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.

4. Ability Requirements
 - A. Ability to interpret laws, ordinances, and administrative policies and explain them to others.
 - B. Ability to work independently with minimal supervision.
 - C. Ability to maintain a professional demeanor in stressful situations.
 - D. Ability to establish and maintain effective working relationships with other City employees, vendors, the public, and others.
 - E. Ability to prepare budget estimates.
 - F. Ability to plan and delegate work to others and follow up to ensure performance.
 - G. Ability to interact effectively with persons from diverse economic, social and ethnic backgrounds in a variety of situations.
 - H. Ability to work effectively with other government agencies and private developers in various aspects of real estate acquisitions and sales.
 - I. Ability to meet deadlines.

5. Physical Ability Requirements
 - A. Ability to frequently sit, talk, and hear.
 - B. Fine dexterity to operate computers and other office equipment.
 - C. Visual acuity to read material and inspect documents for accuracy.
 - D. Ability to occasionally bend, stoop and reach for supplies, files, etc.
 - E. Ability to occasionally lift and carry office items weighing up to 20 pounds.
 - F. Ability to attend work on a regular basis.

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