



# City of Peoria

## HUMAN RESOURCES

### **Title:** Real Property Coordinator (Property Management Agent)

**FLSA STATUS:** Exempt from overtime under FLSA.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Senior Real Property Administrator.  
This is a non-supervisory job classification

#### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

#### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

#### **JOB SUMMARY**

The purpose of this position is to assist with the acquisition of real property for departments and to coordinate the management work involved in the acquisition, abandonment, and exchange of real property interests. Maintains real property data including verification of mapping real property interests in the City's GIS system, works with departments; identifies needs; contracts with appraisers; works with title companies; negotiates with property owners; coordinates the acquisition process; ensures all accounting and risk requirements are met; responds to requests for information that support the daily operation of the City.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Plans, organizes, and completes acquisitions, abandonments, and / or exchanges of real property. Identifies project needs; researches ownership data; seeks Council authority to acquire; hires qualified consultants to perform acquisition related tasks; negotiates property acquisitions from affected property owners; determines appropriate land rights needed; requests authority for condemnation action when necessary.
2	Maintains real property database. Determines if land rights require acceptance / establishment; determines if correct representation of land right is in GIS Mapviewer.
3	Performs extensive research to respond to questions and provides information to City staff and the public. Researches requests to provide current and accurate data utilizing internal and external resources.



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, calculator.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.