



Title: Sr. Real Property Administrator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Engineering Director.

Exercises direct supervision over Real Property Coordinator; and may supervise temporary or seasonal employees..

MINIMUM QUALIFICATIONS

Education: Bachelor's degree, or equivalent, in the fields of Law, Real Estate, or Engineering

Experience: Minimum of seven or more years related experience. Requires a broad knowledge of complex systems and procedures.

- Previous supervisory experience

Licenses/Certifications/Special Requirements:.

- Hold designation of Senior Member of International Right of Way Association (SR/WA) or ability to obtain within 1 year from date of hire.
- Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Arizona Real Estate Broker License

JOB SUMMARY

The purpose of this position is to acquire, manage, track, dispose of and lease City real property interests. Identifies needs; estimates acquisition costs; contacts and negotiates with property owners; acquires property rights; coordinates with City departments and outside agencies as appropriate; coordinates condemnation process; manages consultant work; develops and revises policies and procedures; prepares documents for acquisition and acceptance of property; ensures compliance with applicable laws and regulations related to federal funding utilized in capital acquisitions; supervises and trains property management agents.



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	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Oversees activities of the Real Property function of the City. Acquires, manages, disposes of, and leases real property interests; selects sites, routes, and properties for disposition; recommends purchase or sale to City Council.
3	Coordinates efforts in conjunction with affected City departments. Determines which property rights are necessary for Capital Projects and privately funded projects which will be dedicated to the City; invites appropriate parties to discuss proposed projects and effects on private property owners.
4	Oversees the selection of consultants required in the acquisition process. Chooses appropriate qualified consultants, including title companies, appraisers, relocation professional, environmental consultants, etc.
5	Acquires real property rights associated with City projects, driven publicly and privately. Makes offers based upon acceptable valuation criteria; decides if an increase in offer will offset costs associated with delays / changes in design.
6	Reviews and approves or rejects the work of employees and consultants associated with the real property acquisition process.
7	Responsible for ensuring compliance with applicable laws and regulations related to any federal funding utilized in City's Capital Project acquisitions.



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.