



JOB DESCRIPTION

Real Estate Specialist

Date Prepared: **October, 2022**

SUMMARY: Under general supervision, performs complex duties in the collection or assisting in the collection, organization, and analysis of data, appraisals, opinion of valuations, negotiation, property management and budgeting involving real property acquisition, sale, transfer or leasing of City and its related entities transactions. Coordinates with outside agencies, including, but not limited to title, escrow and appraisal companies, brokerage firms, private and public agencies to facilitate the renewal, transfer, sale or acquisition of real property within various City departments, and performs other duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Under general direction and supervision, is the lead contact in performing real property transactions by planning, organizing, monitoring, reviewing, budgeting and reconciling acquisitions, sales, and leases for various City departments.
- Assist in negotiations for and secure execution of deeds, permits, quitclaims and other documents necessary in the acquisition or sale of properties such as vacant land, buildings, or other facilities, as necessary.
- Coordinate lease negotiations or renewals for buildings, land, or other facilities owned by the City.
- Assist in special lease transactions such as cell towers.
- Perform first review of purchase or new lease proposals and lease applications and renewal requests and makes recommendations accordingly.
- May initiate opening of escrows for real property acquisitions or sales.
- Under the general direction of senior staff shall coordinate the creation and execution of documents necessary to complete escrow.
- Prepare request for warrants or wire transfers to secure the transaction.
- Administer site investigations, property record searches, lease surveys, rent studies, and adjustments needed to establish and/or maintain lease agreement.
- Make recommendations to management and reviews work and expenditures of outside services and consultants.
- Obtain and review preliminary title reports to ensure title accuracy free from liens or additional issues that could jeopardize ownership or transfer, such as boundary disputes.
- Prepare and coordinate the execution of necessary documents to secure clear title and issuance of title policy on property sales or acquisitions.
- Gather proposals and reports from an independent professional to obtain an opinion about the environmental condition of the property in question for the purposes of identifying potential environmental contamination and mitigate and help protect the City from liability.
- Assist in the identification of City surplus property or buildings; assist and coordinate the disposal, disposition or transfer of surplus land and property according to Assembly Bill (AB) 1486 and Housing & Community Development (HCD) Surplus Land Act (SLA) Guidelines.
- Coordinate with HCD and dispose of surplus property accordingly.
- Meet, confer, and coordinate with various city departments and agencies, real estate agents and brokers, property managers, other outside agencies and companies, engineers, utility companies and other public agencies, as necessary.

- Author special correspondence, such as City Council/Board staff reports, resolutions, memorandums regarding the status of property transactions, including leases, purchase and sale agreements, deeds, etc.
- May coordinate and communicate with City and legal counsel regarding agreements and terminations of agreements.
- Maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Monitor existing leases or agreements to ensure terms are being met including the collection of rent and utilities.
- Coordinate with the City's billing and accounts payable divisions to establish rent billing.
- Conduct and reconcile lease revenues and expenditures relative to agreements and contracts.
- Prepare budget recommendations relative to assigned area of responsibility, track expenditures for adherence to budgetary boundaries, prepare monthly, quarterly, and annual financial reports if necessary and applicable, ensure maintenance of records in accordance with audit standards for all aspects of City real estate functions.
- Assist in design and production of technical or marketing information and hand-outs.
- Perform other duties as assigned and necessary.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school or GED equivalent, SUPPLEMENTED BY Five (5) full-time equivalent years of real estate work experience or a combination of experience and education to meet the requirements; experience in completing transactions involving the purchase or sale of real property. A Bachelor's Degree in Business, Public Administration or Business Real Estate is preferred. Real Estate, Escrow and Appraisal certificates or certificates in a related field are preferred.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- The laws pertaining to the acquisition, sale, and leasing of land, improvements and rights-of-way.
- The factors involved in appraising real property and the principles underlying the appraisal process.
- Legal procedures and documents involved in real property transactions and common descriptions of real property.
- Principles and practices of public administration and organization applicable to a local agency.
- Statistical methods and methods of graphic presentation.
- Modern office methods, practices, procedures, and equipment.
- Technical and business writing skills with proper usage of English, vocabulary, spelling, punctuation, and grammar.

Skill in:

- Reviewing appraisals of land and improvements; interpret maps, legal documents, and engineering plans; learn and apply condemnation and real property laws.
- Prepare accurate and effective reports.
- Establish and maintain cooperative relationships with other employees and those contacted in course of work.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws, and regulations.

- Gathering and analyzing data.
- Composing clear, concise, and grammatically correct correspondence.
- Reading, interpreting, and applying information that is complex and/or technical.
- Performing difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and near other workers. Work is performed on-site; telecommuting is not permitted. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.