CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Real Property Manager** **UNION:231**
SG:6
DEPARTMENT: **Public Works – Engineering** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Manages the acquisition of real property and property rights, including performing acquisition tasks and managing properties in compliance with federal, state and city policies, procedures and regulations. Oversees the work of assigned staff. Provides City-wide support for real estate transactions.

SUPERVISORY RELATIONSHIP:

Reports directly to the Assistant Director of Public Works - Engineering. Works under general supervision and applicable City, State, and Federal policies, procedures and regulations. Supervises staff engaged in acquiring and managing real property, property rights and providing survey services.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs a variety of professional, technical and supervisory duties related to property acquisition, property management and survey services.

2. Plans, organizes, coordinates, assigns and evaluates the work of staff engaged in acquiring real property, and property rights, and survey services. Provides training and ensures employee compliance with City and departmental policies and procedures.

3. Performs acquisitions of real property and property rights for the Public Works Department. This includes determining market value and just compensation; performing true cost estimates; determining what types of appraisals, environmental and geo-technical studies and title and grant requirements are needed; negotiating and performing relocations; performing due diligence and title curative; and handling temporary rights-of-entry. Closes on properties as an agent for the City and keeps apprised of budgetary constraints.

4. Manages retail leases for Public Works, which includes being the point of contact for tenants, vetting of new tenants, handling all leasing issues, keeping track of lease expirations and drafting lease extension documents, and managing leasing consultants.

5. Hires and manages consultants, which includes making work assignments and consultant pay recommendations. Reviews performance by consultants for compliance with contract terms.

6. Resolves complex title issues and provides professional policy guidance to the Public Works Department by recommending whether to proceed with acquisitions and determining the best methods for performing due diligence and title curative.

7. Reviews and analyzes proposed acquisitions and dispositions for intended use by checking development issues, zoning ordinances, land uses, and City requirements for property. Works collaboratively with, and advises, the Real Estate and Surplus Property Committee.

8. Develops and makes recommendations regarding implementing acquisition policies and procedures.

9. Prepares, implements and administers the section budget. Monitors and approves expenditures.

ADDITIONAL WORK PERFORMED:

1. Assists other City departments with real estate transactions.

2. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Real estate law, permitting, leasing.
- Property management and escrow.
- Business, residential and commercial relocation.
- Eminent domain law.
- Personnel contracting practices and survey.
- Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG) Manual Chapter 25.

Skill in:
- Negotiating real estate purchase and sale agreements, leases and other contracts.
- Use of information systems and related computer software applications.
- Researching and analyzing acquisitions and dispositions.
- Reading and interpreting leases, maps, surveys, construction plans, specifications and technical legal descriptions.
- Reviewing technical legal descriptions.
- Analyzing and solving problems and developing strategies and policies.
- Appraisal techniques, evaluating property and performing market studies.
- Excellent communication and interpersonal skills for interaction with coworkers, supervisors, managers, other City staff and the general public.

Ability to:
- Monitor the performance of contracted personnel.
- Learn and adapt to new technology.
- Use appropriate judgement and initiative in making recommendations and resolving problems.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Fine finger dexterity to manipulate computer keyboard and mouse;
  - Speak and hear sufficiently to communicate in person and over the phone;

- Occasionally traverse uneven terrain.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment. Works extensively at a computer workstation. Some work such as the process of physical review, inspection and negotiation is performed on site where employee may be exposed to inclement weather and rough terrain.

EXPERIENCE AND TRAINING REQUIREMENTS:

- BA or BS in business management or related field required.
- Minimum of five years of experience in the real estate field including negotiations and acquisition, title research, leasing and contracts.
- Certification as a Senior Right of Way Agent with the International Right of Way Association or ability to obtain within two (2) years.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.

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