CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Real Property Specialist**

UNION:1937
SG:113
CLASS TITLE: **Property Acquisition Specialist** **CS:Y**
FLSA:Y
DEPARTMENT: **Public Works** **EEO4CODE:PP**

JOB SUMMARY:

Provides advice and assistance associated with the acquisition of real property and property rights for the Public Works Department. Researches and interprets deeds, easements, leases, title records and other right-of-way and property ownership information. Maintains and analyzes property records and the City deeds and easements databases. Creates and records documents and responds to inquiries from other City departments and citizens related to real property and property rights.

SUPERVISORY RELATIONSHIP:

Reports to the Real Property Manager. Work is performed under general supervision and the guidance of City and departmental policies and procedures as well as applicable City, State and federal policies, procedures and regulations, especially those related to property acquisition. Maintains close working relationships with City staff and departments to ensure proper coordination and implementation of property acquisition.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides advice and assistance with the acquisition and disposition of real property and property rights for the Public Works Department. Conducts research and interpretation of property rights; creates, manages and records documents; conducts site visits and performs physical inspections of properties in consultation with owners and tenants; coordinates temporary rights of entry and street vacations with property owners and project team, including filling out necessary paperwork and preparing public notices as needed.

2. Performs research utilizing electronic and analog databases to identify public and private property ownership information and determine property rights. Searches for, examines and interprets real property documents, such as plats, deeds, easements, rights-of-way leases and title reports. Assists with the resolution of complex title issues and provides recommendations on real property issues based on research efforts.

3. Records documents with Whatcom County Auditor's Office. Creates, prepares and receives documents. Provides recommendations to other City Departments or private developers to ensure accuracy and completeness of documents prior to recording.

4. Utilizes, maintains and analyzes City-wide real property records. Uploads, enters and processes documents and data to ensure timely and accurate records. Reviews, coordinates and tracks contracts. Maintains data on all acquisitions made under the Lake Whatcom Watershed Acquisition Program.

5. Under general direction, prepares and reviews deeds, easements, subordination agreements, right of way acquisitions, exhibits and other documents based on project needs utilizing established templates.

6. Provides information and responds to inquiries, complaints, or requests for information from other departments, agencies and the general public.

7. Prepares, composes and edits a variety of material including legal descriptions, agenda bills, ordinances, memos, demonstrative maps, public notices and reports.

ADDITIONAL WORK PERFORMED:

1. May assist other City departments with land acquisition projects.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Whatcom County rules and standards for recording documents.
- Working knowledge of real estate documents such as plats, deeds, easements purchase and sale agreements and subordination agreements.
- Real estate law, title insurance, environmental and critical area assessments and permitting; a working knowledge of negotiation, leasing, property management, escrow, appraisal techniques and applicable legislation.
- Methods and techniques for property records search.
- Public utilities within city rights-of-way, including city water, sewer, stormwater and franchise utilities such as power, natural gas and telecommunications.

Skill in:
- Use of computers and related software applications with emphasis on property database and mapping software.
- Researching and analyzing acquisitions and dispositions.
- Excellent skill in reading and interpreting title reports, maps, surveys, construction plans, specifications and technical legal descriptions.
- Analyzing and solving problems and developing strategies.
- Evaluating property.
- Excellent communication and interpersonal skills for interaction with other City staff, boards and commissions and the general public.
- Preparing real property documents, utilizing forms and templates.
- Preparing demonstrative maps and other visual materials depicting real property.

Ability to:
- Conduct research using a broad range of property information utilizing both electronic and analog resources.
- Read and interpret maps, engineering drawings and sketches, reports, surveys and legal descriptions of property; research and establish property ownership.
- Willingness and ability to monitor the performance of contracted personnel.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.

- Physical ability to perform essential functions of the job including:
  - Communicate accurate information and ideas with others;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;Ability to infrequently transport objects up to 25 lbs.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting and may frequently require sitting or standing for long periods of time. Work is performed in an environment that experiences frequent interruptions. This position occasionally requires travel between worksites including outdoor locations and areas of uneven terrain with exposure to outdoor weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of three (3) years of experience in the real estate field which must include either (i) acquisition of property and property rights, or (ii) complex right-of-way and property ownership title research.
- Experience maintaining spreadsheets and databases preferred.
- Baccalaureate degree with relevant course work (business, paralegal, planning or land use) preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform 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. Candidates must submit a three-year driving abstract prior to hire.

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