

REAL PROPERTY ADMINISTRATOR

Grade 14
FLSA Status: Exempt

GENERAL RESPONSIBILITIES

Responsible for property acquisitions including determining ownership of property located in the path of County construction projects, appraisal of the property and negotiating the purchase of the property with the owner. Additional duties may also include handling bonding and street acceptance for the County and all right-of-way and real property matters for the County as required. Receives direction from the Deputy Director of the Division of Engineering and Construction Management.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Performs right-of-way work for Capital Improvement Plan projects or other County acquisitions. Determines value of desired properties based on standard methods of appraising real property.
2. Consults and assists technical personnel in preparation of project right-of-way plats and applicable legal documents.
3. Maintains all right-of-way case records and filing system.
4. Manages or coordinates other real property projects and/or right-of-way consultants for all County departments or agencies as assigned.
5. Handles settlements for real property transactions and approves and verifies recording of legal documents, plats, etc.
6. Reviews and verifies real property documents and right of way for various agencies and right-of-way consultant as assigned.
7. Reviews and approves all bonds, processes Public Works agreements and participates in street acceptance process.
8. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to read and interpret engineering drawings and compute land areas.
2. Ability to evaluate real estate for determining fair and reasonable values in accordance with Federal and State guidelines for land acquisition.
3. General knowledge of real estate law, specifically those relating to public rights-of-way.
4. Considerable knowledge of regional real estate property values and property appraisal methods.
5. Ability to research deeds and other land records.
6. Ability to work well with property owners, county staff and various officials in the County's best interest.

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7. Ability to explain the need for acquiring property and to interpret eminent domain proceedings to property owners, and testify regarding real property and right-of-way issues before the Board of County Commissioners, at public hearings and in a court of law.
8. Ability to maintain good public relations.
9. Excellent oral and written communication skills.

EDUCATION AND EXPERIENCE

1. Associates degree; Bachelors preferred in government administration, business, real estate, and/or related field.
2. Five years of experience in real property administration. Experience with right-of-way plats, deed descriptions, research, recordation and recovery of legal documents, negotiation, real estate appraisals, establishment of fair and reasonable market value, option agreements, and contracts of sale for real estate is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to walk on rugged terrain and construction sites.

SPECIAL REQUIREMENTS

Possession of valid driver's license.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.