

MAJOR FUNCTION

This is a responsible managerial position directing the activities of the Real Estate Management Division evaluating, formulating, coordinating, implementing, and managing professional and administrative work in the procurement, disposition and management of real estate for the City. The work includes responsibility for managing employees who negotiate, secure and manage property purchased by the City and negotiate to dispose of property owned by the City. Considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations with efficiency and effectiveness. Work is performed under the direction of the General Manager of Underground Utilities & Public Infrastructure, who indicates results desired, and reviews the work through conferences, reports, observations and by measurable results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Organizes, plans, directs, trains, schedules, and supervises professional and administrative subordinates in the Real Estate Management Division. Directs and coordinates real estate acquisitions or dispositions between landholder, City Attorney, appraiser, surveyor, title company and requesting department. Negotiates real estate purchases, sales, and leases. Directs the preparation and review of a wide variety of deeds, easements, releases, disclaimers, agreements, and other related documents. Prepares information and oversees the pre-suit condemnation of property when necessary and assists the City Attorney's Office in post-suit acquisition. Develops quality and productivity improvements capabilities to improve services and effectiveness. Establishes procedures, protocols and policies relating to the sale, purchase, lease or management of real estate. Maintains an inventory list of real property that is appropriate for affordable housing. Manages the City's cemetery properties of over 40,000 grave sites. Assesses, develops and designs new City cemeteries. Makes decisions regarding priorities, schedules, budgets and purchasing decisions. Makes presentations before City Commission and at meetings. Prepares correspondence and written reports necessary to the operations of the division. Recommends the hiring, transfer, promotion, grievance resolution, discipline, and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Reviews and/or approves all requests for payment relating to City real estate purchases. Performs related work as required.

Other Important Duties

Assist other departments with capital and non-capital project real estate needs, economic development, and sense of place planning. Serve on committees as necessary.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of Florida real estate principles, practices and laws. Knowledge of voluntary and involuntary acquisition of real estate for capital projects. Knowledge of real estate documents including agreements, contracts, easements, leases, deeds, releases, disclaimers, etc. Knowledge of procurement policies. Knowledge of policy formation, management, supervision, training, and performance evaluation. Knowledge of cemetery operations. Knowledge of surplus property disposition. Ability to understand and evaluate title work, surveys, right of way maps and plans, appraisals, environmental assessments, closing documents, deeds, easements, and miscellaneous documents relating to real estate. Ability to formulate budgets and maintain budgetary control and to interpret financial and audit reports. Ability to make presentations to committees and boards, including the City Commission. Ability to perform critical thinking and analysis, prioritize, work under pressure, and provide information to external and internal customers. Ability to plan, train, schedule, and review the work of employees in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in

managing a significant revenue producing division. Ability to communicate and/or make presentations clearly and concisely in written or oral form. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in managing multiple projects simultaneously. Skill in understanding and analysis of complex title issues, real estate, appraisals, surveys other matters pertaining to real property. Skill in understanding and interpreting legal issues pertaining to real estate and eminent domain. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Management skills relating to budget, finance, human resources, and procurement.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, real estate, or related field, and four years of professional experience that includes real estate transactions and/or real estate management, real estate appraisal, or a related field; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must be licensed as a real estate broker by Florida Real Estate Commission at the time of appointment. Must be a commissioned Florida Notary at time of appointment, or within three months of employment as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

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