

REAL PROPERTY SPECIALIST

Job Code	Pay Grade
13042	CL14

Nature of Work

This work involves technical and professional office and field work in the acquisition, sale, leasing, and management of real property for a wide range of Pinellas County programs and activities. Employees in this position applies knowledge of real estate; specifically, to complete acquisition of property by; purchase and sale agreements, easements, rights of entry, and the use of property by means of lease agreements, recreation licenses, antenna and tower agreements, access agreements, permits, and for other activities. Duties include full range of department assignments and may assist others in completing the largest and most complex project tasks, negotiations, and high visibility assignments, sales, and leasing of real property and/or space planning with concurrences from higher level staff; assists, prepares for, and participates in real estate closings. The incumbent exercises independent judgment when conducting field negotiations, defines terms for the conveyance of real property, as well as for leasing or licensing of real property or space, and interacts independently with most customers, clients, and officials to solve problems and provides program advice and assistance to department officials and personnel. The incumbent performs independently and consults with senior department staff or managers on problems or major assignments and reports to a senior manager, supervisor or designee.

Minimum Qualification Requirements

- 4 years technical and professional experience in corporate, commercial, or public sector real estate practices and negotiating real estate or other contracts; or
- Associate's degree with major coursework in business, public administration, real estate, finance, contracts, or a related field and 2 years experience as described above; or
- Bachelor's degree as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special emergency, and or disaster situations.
- Current and valid licenses or certifications in applicable position assignment disciplines.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position (such as Real Property Specialist, Senior) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs a broad range of assignments in facets of real property programs and services.
- Negotiates, coordinates, and completes property transactions by purchase, sale, lease, or license; including the writing, grammar, and proofreading skills needed to produce agreements, legal documents, letters, memos and preparation of packets for presentation to the Board of County Commissioners, or as delegated.
- Coordinates procedures and prepares documents necessary to complete leases, licenses, or other access agreements.
- Coordinates build-out of tenant improvements for leases where the county is the tenant.
- Coordinates campus parking.
- Negotiates full fee acquisitions for property, and less than full fee acquisitions for county entities.
- Administers policies, procedures, and documents necessary to complete the acquisition or disposition of real property.
- Coordinates with county entities and independent professionals for the preparation of scope of work, appraisals, surveys, inspections, and documents relating to the transfer of real property interests.

REAL PROPERTY SPECIALIST (continued)

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Illustrative Tasks (continued)

- Researches and recommends the acquisition, lease, retention, or disposal of county owned real property.
- Performs all tasks related to property management, including quarterly contacts, annual survey of landlord's services and division's services, and coordination of structure and property maintenance.
- Coordinates effort to obtain initial insurance certification where required by contract, verifying such certification meets contract requirements, inputting in countywide insurance program and continued maintenance of the system by monitoring receipt of updated annual certification.
- Implements and applies REM software application and report systems to division operations.
- Conducts property inspections and acts as a liaison between owning department and user.
- Maintains the general office files, project files, property inventory files, and the computer data bases of the Pinellas County's property, lease, inventory, and projects files.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of general real estate acquisition, sale, and leasing principles and practices.
- Knowledge of property appraisal methods.
- Knowledge of title search, survey and environmental assessment/remediation techniques.
- Knowledge of professional composition, grammar, and writing skills.
- Knowledge of computers and database management.
- Skill in property negotiations for lease and acquisitions or sales agreements.
- Skill in oral communication and building professional business relationships.
- Ability to apply computer applications and software.
- Ability to understand and perform mathematical calculations typical of real estate transactions, including the time value of money and annual rental adjustments.
- Ability to read and interpret appraisals, surveys, title reports, engineering plans, and environmental reports.
- Ability to pursue college level courses in disciplines related to the real estate profession.

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Revised	EEOC Code	Overtime Code
8/15	Professionals	Classified/Excluded