

REAL ESTATE MANAGEMENT COORDINATOR

Job Code	Pay Grade
13214	SM7

Nature of Work

This is highly responsible administrative work assisting the Manager, Real Property Division in organizing, planning, directing, and coordinating the real estate management activities of the Real Estate Management Division. The incumbent coordinates the efforts of personnel engaged in various professional and technical real estate support activities. An incumbent in this classification relieves the manager of designated administrative details by assisting in budget preparation and administration, operational planning, financial management, personnel administration, quality of service programs, and conducting special studies. Work is performed under general supervision, requires thorough working knowledge of departmental programs, procedures, policies, and entails the exercise of extensive initiative and independent judgment. The incumbent reports to the Manager, Real Property Division or designee.

Minimum Qualification Requirements

- 8 years of professional real estate management and coordination experience including team leader, supervisor or supervisor training; or
- Associate's degree in public or business administration, finance, economics or related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Coordinates the county-wide Parking Program including allocation, planning, directing day-to-day enforcement/complaint activities, and future program planning.
- Coordinates the maintenance of county-owned real property files and records. Develops reports on real property inventory including historic data.
- Coordinates and tracks division projects and quality assurance program.
- Manages contracts and coordinates contractual activities, e.g. Horseman's Association, Lot Mowing, Handyman.
- Supervises and participates in special studies, projects, surveys and the collection of information on difficult operational and administrative problems; prepares reports recommending solutions or courses of action.
- Assists the division head by planning and coordinating complex departmental programs, support services and operations such as county-wide capital improvement projects.
- Coordinates and provides intra and inter-departmental liaison functions.
- Acts for division head, as delegated, at meetings, conferences and in administrative matters.
- Assists in supervising, directing, planning and coordinating activities and personnel in the Real Estate Management Division.
- Assists in the preparation of the budget of the Real Estate Management Division and makes procedural and operational recommendations to the Manager of Real Property Division.
- Assists in establishing training and cross-training programs for personnel through in-service training.
- Inspects work performed by the Real Estate Management Division.
- Performs periodic field inspection of all county-owned real estate.
- Serves as acting manager in his/her absence.
- Performs related work as assigned or required.

REAL ESTATE MANAGEMENT COORDINATOR (continued)

Job Code	Pay Grade
13214	SM7

Knowledge, Skills, and Abilities

- Knowledge of public administration techniques, principles and practices.
- Knowledge of the principles and procedures of governmental budget preparation.
- Knowledge of the laws, rules, regulations and policies controlling records keeping and contract procedures.
- Knowledge of automated accounting and information systems and ability to direct programming efforts on system.
- Knowledge of methods and techniques involved in conducting administrative studies.
- Knowledge of modern office management methods and equipment.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Ability to apply computer applications and software.
- Ability to prepare clear and comprehensive reports, recommendations and proposals, and express ideas clearly and concisely, verbally and in writing.
- Ability to analyze and solve administrative problems and to render advice and assistance on them.
- Ability to prepare complex financial reports and statements.
- Ability to plan, direct, supervise, coordinate, organize, and inspect projects, programs and activities.
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.
- Ability to establish and maintain effective working relationships with superiors, subordinates, other departments and the general public.

For official use only

Revised	EEOC Code	Overtime Code
3/10	Professionals	Exempt