Manager, Real Property Division

Category: Exempt
Pay Grade: E27
Job Code: 13216

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs professional work with administrative responsibility in directing the County program of securing rights of way and easements needed for highways, including State highways, sewers, water lines, and other public purposes; may supervise or direct other professional and/or technical staff as well as efforts and work performed by outside organizations; performs project review to determine right of way requirements, preparation and review of individual property descriptions, securing necessary appraisals, negotiation with property owners and assisting County Attorney in preparation of condemnation cases; assists the public and rendering advice concerning land, fences, easements, and roads; plans, assigns, directs, and reviews the work of Real Estate Agents who assist in carrying out assigned duties.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Supervises and administers right of way acquisition procedures including property descriptions, title search, appraisals, and negotiation for right of way for roads, bridges, canals, and other activity requiring access to or use of roads, bridges, canals, and other activity requiring access to or use of private or public land;
- Assigns, supervises, and reviews the work of Real Estate Agents engaged in projects for acquisition of lands, rights of way, and easement required for implementation of assigned projects;
- Organizes and directs the acquisition of any property rights requested to implement scheduled drainage and road construction;
- Reviews zoning requests, site plans, petitions to vacate property, and attends the zoning examiner's hearings;
- Establishes and maintains a continuing training program for Real Estate Agents on acquisition procedures;
- Prepares budget estimates of right of way costs;
- Plans and supervises related administrative and clerical work, maintains and preserves public records, and reports related to the work;
- Provides investigative and informational service to other divisions within the Real Estate Management Department, other municipalities, and private organizations;
- Confers with department heads and supervisory personnel in planning various projects and determining methods and procedures used to effectively complete such projects;
- Prepares cost estimates of right of way acquisitions for future major Capital Improvement Projects;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
Seven (7) years of experience in appraising and conveying real estate or government right of way acquisition that includes formal training and/or college-level coursework in real estate or related discipline, possession of a real estate appraiser license, and supervisor experience or supervisory training (preference will be given to candidates that possess a Certified Florida Evaluator designation or certified appraiser’s license); or an
Associate’s degree in business, public administration, planning, construction management, finance, or related field and five (5) years of experience as described above; or a Bachelor’s degree and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
- 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.
- Incumbent to provide personal properly licensed and insured automobile transportation for the performance of fieldwork and be capable of carrying and operating a portable computer.
- Obtain other assignment related training, licenses, and certifications.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
- Knowledge of real estate, legal documents, and legal procedures used to convey and acquire property title and legal interests in property titles;
- Knowledge of property values in the County;
- Knowledge of the methods of appraisal of property and of estimating property damage and moving costs;
- Knowledge of requirements of form, content, and recording necessary to validate documents involved in right of way work;
- Knowledge of real estate title and valuation work;
- Ability to apply computer applications and software;
- Ability to read technical location plans and property descriptions;
- Ability to comprehend engineering construction plans for roadways and other facilities to determine rights of way and acquisition of land for public use and eminent domain proceedings;
- Ability to plan, assign, and direct the work of a moderate size staff;
- Ability to supervise record maintenance and to prepare and submit reports;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to prepare property descriptions;
- Ability to implement capital improvement plans and major construction projects.

PHYSICAL/MENTAL DEMANDS
The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS
Work is performed in a relatively safe, secure, and stable work environment.