

7992
REAL ESTATE SPECIALIST 2

Nature of Work

Under limited supervision, performs advanced level professional work facilitating the acquisition of land or property, relocation assistance, property management, and right-of-way engineering and surveying, conducting complex real estate transaction projects and leasing/lease management of real property for State agencies on a statewide basis, or research property information and deeds. These positions communicate with landowners and provide general information and, if necessary, relocation information and assistance. These positions serve as lead workers or as a major negotiator for the agency. Travel may be required. Performs related work as required.

Distinguishing Characteristics

These positions are distinguished by the advanced level work assigned and involves the completion of more complex assignments. These positions function as lead workers or have the responsibility for serving as the major negotiator for the agency.

Examples of Work

Performs complex negotiations of leases and purchases, provides relocation assistance, conducts research and manages property; reviews leases approaching expiration, evaluates leasing agency needs and recommends renewal, relocation or renewal with modifications.

Oversees complex renovations such as a complete build out of walls, HVAC, lighting, and electrical which may include overseeing a large demolition or abatement and environmental issues; provides coordination between the tenant, landlord and contractor to ensure the requested needs of the tenant are understood and all work is completed in accordance with state code, Americans with Disabilities (ADA), and fire and life safety requirements; ensures costs are within market rates and kept within the tenant's budget and timeline.

Appraises real property to determine value.

Handles complex realty related functions necessary to implement reclamation projects to restore, reclaim, abate and prevent adverse effects of coal mining and/or hydraulic fracturing practices.

Applies policy governing one or more aspects of right-of-way/appraisal acquisition.

Writes and reviews lease agreements and all necessary documentation.

Meets with agency officials to ascertain the needs of the agency and determine the appropriate type of property to be acquired; advises agency staff members on policies and/or procedures.

Receives and resolves complaints with lessor, lessee, or other appropriate parties.

Prepares complex reports and analysis of real estate projects.

Performs complex cost or benefit analyses, preparing related documents.

Prepares presentations using computer software; makes presentations before government officials, groups, or individuals.

Maintains a current computerized inventory of real estate property.

May be required to testify in court or at hearings to provide expertise.

May assign work to negotiators, relocation agents, and property managers.

Knowledge, Skills and Abilities

Knowledge of real property appraisal, real property rights acquisition, relocation assistance, property management, real estate markets and right-of-way engineering and surveying theories and techniques.

Knowledge of State and Federal laws, rules and regulations.

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REAL ESTATE SPECIALIST 2 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Knowledge of professional negotiation procedures and techniques.

Knowledge of property values, real estate financing, property management principles and salvage methods.

Knowledge of the U.S. General Services Administration workspace utilization and allocation standards.

Knowledge of statewide systems procurement and payment processes.

Knowledge of county and city zoning planning, plus land use within the various jurisdictions of the state.

Ability to research courthouse records.

Ability to negotiate with property owners.

Ability to handle property management and/or relocation work in high volume district.

Ability to determine fair market values of properties.

Ability to compile, document, and present facts, and to use judgment in their interpretation.

Ability to use a computer and related software and apply mathematical formulae.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to assign and review the work of others and to train staff.

Minimum Qualifications

Training: Bachelor's Degree from a regionally accredited college or university.

Substitution: Full-time or equivalent part-time paid experience as stated below may substitute for the required training at the rate of one (1) year of experience for 30 semester hours of coursework.

Experience: Six (6) years of full-time or equivalent part-time paid experience related to real estate, lease, facility or contract management, real property appraising, real property acquisition, right-of-way work, or other related field.

Substitution: Successfully completed graduate level coursework from a regionally accredited college or university may substitute for the required experience at the rate of 15 semester hours for one (1) year of experience.

Established: 06/08/2018

Effective: 06/08/2018