

7993
REAL ESTATE SPECIALIST 3

Nature of Work

Under general supervision, performs project oversight of major real estate transactions, construction, and renovations for state agencies or at the supervisory level work in real property appraisal, real property rights, acquisitions, relocation assistance, property management and right-of-way engineering and surveying or lease agreements for state-owned lands and minerals. Perform related work as required.

Distinguishing Characteristics

At this level, an incumbent will be in one of two career paths: 1) performing advanced level work providing project oversight and coordination of major real estate transactions, construction, and renovations for state agencies on a statewide basis. Further distinguished by the complexity and contentious nature of the projects; or 2) overseeing the day-to-day functions with responsibility for all real estate functions within a unit or section. Plans and coordinates the work of the unit or section; oversees the development of policies and procedures related to the assigned area.

Examples of Work

Coordinates lease negotiations.

Directs and coordinates general real estate activities with representatives of state agencies and when appropriate, with Cabinet Secretaries and various other public officials.

Performs the most 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.

Presents ideas and alternatives to complex real estate projects.

Coordinates and oversees lease negotiations, purchases of office buildings, land, houses, etc., and/or major renovation projects or construction of new buildings; 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 Act (ADA), and fire and life safety requirements; ensures costs are within market rates and kept within the tenants budget and timeline.

Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews applications for stream work and administers bidding of resources.

Writes and implements policies and procedures.

Directs and coordinates activities with representatives of other divisions, agencies, and public officials.

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

May instruct courses designed to increase the level of competency for junior employees.

May supervise staff to ensure objectives of the work are met.

May conduct performance evaluations; approve leave requests; provide training and work direction; interview applicants.

May assign specific tasks to subordinates and various professionals.

Knowledge, Skills and Abilities

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

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REAL ESTATE SPECIALIST 3 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Knowledge of surveys, title abstracts, title documents adverse title claims, mineral interests and competitive bidding and award procedures.

Knowledge of State and Federal laws, rules, and regulations.

Knowledge of commercial real estate principles and practices.

Knowledge of finance fundamentals and cost structures.

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

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

Knowledge of statewide systems and procurement and payment processes.

Ability to facilitate meetings.

Ability to supervise personnel.

Ability to interact with team members, both internal and external.

Ability to use a computer and related software.

Ability to communicate effectively, both orally and in writing.

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: Seven (7) years of full-time or equivalent part-time paid experience 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