

Summary of Duties: A Chief Real Estate Officer plans, organizes, and directs, or assists in the planning and directing of administrative and technical real estate employees involved in administrative and technical real estate activities, including the appraisal, acquisition, and disposal of real property and rights of way; and directs relocation assistance activities and the management of non-operating City properties. In this class an employee assigns, reviews and evaluates the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Chief Real Estate Officer is responsible to department management for carrying out its real estate program quickly, economically, and in conformance with pertinent policies and legal restrictions. An employee of this class may be assigned full responsibility for establishing appropriate operating policies and for the technical propriety of real estate related work done on behalf of the City, or may be assigned as an assistant division head or section head. Review of the work is largely through the results obtained. It is frequently necessary for a Chief Real Estate Officer to justify recommendations and actions of a department in land matters before both individuals and various public, private, and civic agencies. Incumbents in the class of Chief Real Estate Officer as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, and evaluation of performance. Assignments normally are given verbally and in writing and results are evaluated.

Examples of Duties:

A Chief Real Estate Officer:

Directs the operation of land matters including appraising, negotiating for, purchasing, and disposing of real property and rights of way, examining titles, and preparing and executing the necessary documents for such actions, and the maintenance of land records and files.

Reviews appraisal requests from management to determine appropriateness of conducting the appraisal.

Reviews completed appraisals for compliance with City, industry, and legal requirements.

Determines need to release appraisals when the City is selling property.

Meets with department management to provide input about factors involved in purchasing property.

Meets with Planning Department staff to discuss obtaining conditional use permit for property to be purchased.

Decides how to react to problem situations relating to land transactions such as toxic waste, divorced owners, etc.

Conducts the more sensitive property purchase negotiations with the property owner and/or the owner's representative.

Reviews staff prepared purchase negotiation correspondence to insure conformance with department policy and other applicable regulations.

Discusses and decides with City Attorney on settlement proposals for reluctant sellers and presents proposal to department management.

Determines if relocation assistance is appropriate when City acquisition will cause displacement, and directs staff to assist in compliance with necessary legal requirements.

Reviews documentation in land files relating to relocation process for completeness and compliance with legal and City requirements.

Decides whether to sell property by competitive bid or direct sale by reviewing background information from the Planning Department and determining if the property meets standard requirements such as access and ease of obtaining building permits.

Monitors the competitive bid process to insure fairness and to arbitrate problems that may arise by reviewing advertisements and observing public auctions conducted by staff.

Determines who should be offered the opportunity to purchase City property by direct sale.

Develops current fiscal year budgetary projections for money to be generated by property sales by reviewing prior budgets and analyzing the current state of the real estate market.

Directs the preparation of the annual real estate budget.

Administers a revolving fund for the payment of expenses incidental to land acquisition.

Directs the management of non-operational properties.

Negotiates with property owners for the settlement of larger or more important acquisitions and leases.

Makes field investigations related to the review of larger or more complex appraisals of property.

Makes oral presentations to community groups and various governmental bodies to provide information on matters relating to City real estate activities such as land purchases or condemnations.

Communicates equal employment/affirmative action information to employees.

Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.

Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

Procedures and legal requirements involved in the acquisition, lease, and disposal of real property and rights of way.

Procedures for negotiating with owners of private property. Legal procedures, practices, and policies that apply to the City for the acquisition of rights of way, leases, easements, relocations and fee purchases, sufficient to review real estate actions for compliance.

Essential provisions of legal instruments affecting real property, such as State and Federal statutes and court decisions relating to eminent domain and condemnation of substandard dwellings.

Principles and methods of appraising all types of real estate.

Land title law sufficient to review title insurance documents and to identify and resolve problem situations affecting the City's efforts to obtain title insurance for a property.

Factors and trends affecting land and building values and costs.

Practices of property management particularly as they apply to the renting and leasing of real property.

California laws and City Charter provisions governing procedures in condemnation actions sufficient to direct and monitor such activities for compliance.

Equal Employment Opportunity and sexual harassment policies sufficient to detect and correct offensive behavior.

Effective safety principles and practices.

Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates.

Techniques of training, instructing, and evaluating subordinate work performance.

Techniques for counseling, disciplining, and motivating subordinate personnel.

Procedures for grievance handling.

Supervisory responsibility for Equal Employment Opportunity/Affirmative Action as set forth in the City's Affirmative Action Program.

A working knowledge of:

California laws and City Charter provisions governing condemnation actions affecting real property.

Principles and practices of public administration.

Memoranda of Understanding as they apply to subordinate personnel.

A general knowledge of:

City personnel rules, policies and procedures.

The ability to:

Interpret property descriptions, legal documents, survey maps, engineering plans, and circumstances relating to appraisals as they relate to real property sufficient to make assignments to staff, detect potential problems, and review completed work.

Interact tactfully and effectively with governmental officials, other employees, and the public.

Write clear and concise reports and correspondence.

Negotiate successfully with property owners, elected officials, and clients sufficient to accomplish real estate transactions such as acquisitions, rentals, and disposal.

Plan, organize, direct, and review the work of employees engaged in the acquisition, disposal, and management of real property.

Establish and maintain a work environment to enhance both employee morale and productivity.

The physical ability to:

Communicate effectively with subordinates, supervisors, elected officials, the public, and others for the purpose of insuring proper and timely completion of assigned work, evaluating employee performance, selecting new employees, training, resolving conflicts, conducting and/or providing information at meetings, and other job-related activities;

Efficiently obtain, interpret, and manipulate information stored in mainframe and personal computers;

Efficiently review, edit, and interpret written reports, correspondence, and other documents prepared personally or by others;

Efficiently review and interpret a large daily volume of correspondence, reports, maps, files, legal documents related to real estate transactions, books, and other documents;

Efficiently inspect sites of real estate transactions;

Use a telephone to obtain and impart information;

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements: Three years of real estate experience in a class at the level of Senior Real Estate Officer which includes experience in two or more of the following areas: appraising the market value of real property including land and improvements as is used in eminent domain proceedings;

negotiating for the acquisition, sale or rental of commercial, residential, and industrial real property or rights; real property management; right of way work; and/or relocation assistance is required for Chief Real Estate Officer.

Appointment to positions in this class are subject to a one year probationary period as provided in Section 109 of the City Charter.

License: A valid California driver's license may be required.

Fair Labor Standards Act Status:

All of the positions in this class qualify for an executive exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.