

Senior Real Estate Officer (1961) Task List

Supervision

1. Plans, assigns, and reviews the work of real estate consultants and City personnel, including Management Assistants, Real Estate Associates, Real Estate Officers, and Appraisers, engaged in real estate activities, such as property management, appraisals, lease and purchase negotiations, contract administration, acquisitions, and real estate management, in order to ensure real estate assignments are performed accurately and in compliance with Departmental and City rules and regulations and to evaluate the accuracy of the work performed by staff.
2. Orients, trains, and motivates subordinate employees, including Real Estate Associates and Real Estate Officers engaged in real estate functions, in order to ensure that personnel is properly trained to execute various real estate duties and work is performed to Departmental standards.
3. Conducts meetings as needed with subordinate employees in order to manage workflow, provide and receive the status of projects, and inform staff on Departmental and City policies, rules, regulations, and procedures.
4. Disciplines employees by following progressive disciplinary procedures, including counseling and issuing Notices to Correct Deficiencies (NTCD), in order to maintain high standards of work performance.
5. Interviews and evaluates job candidates for positions, including Management Assistants, Real Estate Associates, and Real Estate Officers, in order to make hiring recommendations for the Department and to maintain an effective workforce.

Communication

6. Responds to public inquiries regarding City properties, such as leasing opportunities, status of projects, Requests for Proposals (RFPs), availability of sale of City property, and property management, in order to provide owners and members of the public with relevant information.
7. Conducts presentations before governmental bodies, the general public, and private property owners in order to provide information on real estate activities associated with public improvement projects.
8. Confers and negotiates with private property owners in order to reach contractual agreements and answer questions relating to a variety of issues, including eminent domain actions.
9. Confers with and assists staff attorneys in the preparation of condemnation actions for trial and gives expert testimony in court condemnation cases in order to acquire necessary property rights for the City.
10. Coordinates real estate activities with other City Departments and other governmental agencies in order to achieve efficient, timely, and successful real estate transactions.

11. Confers with various City, County, State and local agencies to determine legal compliance requirements and may represent City or department representatives at public hearings.
12. Interviews owners and occupants of acquired properties and meets with merchants and community organizations in order to identify replacement properties and resolve issues on condemnation actions.

Administration

13. Reviews work methods and follows appropriate City and Departmental standards and protocols related to real estate transactions in order to ensure compliance with policies and procedures and to ensure the assignments are efficiently completed.
14. Prepares and/or reviews appraisals, title reports, plans and profiles, various environmental reports, and other necessary documents in order to ensure accuracy and completeness according to Department and project specific standards.
15. Prepares and/or reviews negotiation documents for City-owned and private properties, such as licenses, leases, concession agreements, title documents, term sheets, appraisals, deeds, environmental reports, existing Right of Ways, and other contractual agreements, in order to negotiate a successful agreement.
16. Prepares reports and ordinances for consideration by the Boards of City Departments or the City Council relative to the licensing, leasing, and sale of surplus City-owned property.
17. Secures the execution of legal documents, such as contracts, deeds, acquisition agreements, and other legal documents in order to complete projects.
18. Processes relocation claims by performing activities such as determining eligibility of displaced persons, securing the execution of related documents, and computing and managing claim payments in order to appropriately respond to claims submitted by displaced individuals.
19. Processes title transfers and other escrow documents by reviewing re-conveyances, lien release, and deeds, drafting agreements and escrow instructions, and monitoring title company documents in order to ensure that the ownership of properties is properly transferred.
20. Prepares and processes consent agreements in reference to easements and subleases in order to allow the use of properties.
21. Issues temporary use and other permits to property owners or their agents in order to provide lessees access to property for a specific timeframe.
22. Prepares, issues, and serves notices to property owners or their agents in order to provide sufficient notice to occupants to vacate City-leased or owned properties.
23. Processes requests for street vacations and quitclaim deeds of City owned easements in order to properly convey property rights as needed.

24. Arranges to advertise City property being sold or leased, by using the Los Angeles Business Assistance Network (LABAVN) in order to obtain the highest return for the City.

Property Management

25. Conducts site visits of City owned and leased properties in order to ensure that property conditions are well maintained and the terms of agreements are being met by lessors or lessees.
26. Collects rent payments and enforces the provisions of rental agreements in order to ensure lease compliance.

Appraisals

27. Appraises properties owned or leased by the City in order to determine fair market values as a basis for the rental and sale of properties.
28. Inspects subject appraisal sites and comparable properties used in appraisal reports and consults with property owners and real estate brokers in order to obtain valuation data.
29. Reviews records of public and quasi-public offices in order to obtain adequate and reasonably complete data and valuation information about properties to be appraised and their locale.
30. Compiles, analyzes, and makes computations relative to property values, including construction costs, depreciation rates, and severance damages resulting from partial takings of land and improvements, through the use of various cost valuation tools in order to complete an adequate, timely, and successful real estate transaction.
31. Reads and interprets parcel, tract, and property maps, engineering plans, and profiles of proposed public improvements in order to understand the impact of real estate transactions, research property information, and provide estimates of their effect on property values.