

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Real Property Program Administrator	Job Family: 3
General Classification: Management	Job Grade: 36

Definition: To acquire, lease, sell, transfer, consolidate, and develop real estate for City projects; manage City leases and agreements; maintain City real property records; develop disposition and development agreements; resolve title matters; provide market value estimates; and develop policy approaches to strategic real property initiatives.

Distinguishing Characteristics: This position reports to the Assistant Public Works Director of Transportation and Business Services and requires extensive background and experience in real estate negotiations; California real estate and development practices and principles; public acquisition policies and procedures; general property management principles and procedures; economic development, analysis, and feasibility; project management and communication skills.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Negotiate with property owners, attorneys, developers, local agencies, and others having an interest in real estate proposed to be purchased, sold, or leased by the City or its various authorities or districts.
2. Prepare appraisals and estimate value of real property or contract with and supervise private appraisers; review appraisals to establish fair-market value for all City land acquisitions, sales, and leases.
3. Prepare all options, contracts, deeds, easements, escrow instructions, and other documents necessary to acquire, sell, or develop real property.
4. Coordinate all City eminent domain actions in cooperation with the City Attorney, private attorneys, appraisers, and City Engineer. Review proposed settlements and recommend strategies for resolution of the action.
5. Manage all City leases, including setting lease rates and renewal rates, and enforce terms and conditions.
6. Advise other departments on various types of real estate transactions and issues.
7. Maintain records of property transactions and an inventory of significant City property.

Position Title: Real Property Program Administrator

Page 2 of 3

8. Prepare financial calculations such as net present value analysis, payment schedules, return on investment calculations, etc.
9. Gather statistical and other data and compile reports as necessary.
10. Relocate all persons and/or businesses displaced by City real estate acquisitions.
11. Identify surplus or marginally used City-owned properties; evaluate alternative uses, and recommend appropriate disposition or reuse strategies.
12. Prepare Request for Proposals or other documents necessary to accomplish real estate-related services.
13. Prepare real estate-related studies or reports as requested by various City departments or the Council. Such reports may include feasibility studies, economic reports regarding various City real estate projects, or similar real estate reports or studies.
14. Develop, negotiate, and administer service contracts for real estate professionals hired to assist in any of the above real estate services.
15. Prepare and present reports to community groups, commissions, and the Council regarding real estate-related projects.
16. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Right-of-way, acquisition, eminent domain, ordinances, procedures, and laws relating to real estate and relocation at the municipal, State, and Federal level; real estate appraisal techniques; procedures and documentation related to buying, leasing, and selling real estate, including title search and escrow proceedings; property management techniques; appraisal, acquisition, or sale of complex property transactions; negotiating techniques related to such transactions; statistics, and economic analysis techniques; basic accounting skills; general knowledge of business-related theories and practices, including project management, finance, law, and economics; the real estate development process; and ability to deal with real estate developers, lawyers and financiers, etc.

Position Title: Real Property Program Administrator

Page 3 of 3

Ability to: Appraise real estate and review and analyze appraisals; conduct successful negotiations for the purchase, lease, and sale of real estate; prepare documentation and execute procedures necessary for purchasing real estate, including real estate contracts, owner participation agreements and disposition and development agreements; coordinate property purchase, management, and sale activities with other concerned parties; interpret title documents and reports and resolve title issues; manage City-owned real property; evaluate economic feasibility of real estate transactions; plan, organize, and implement complex projects; effectively lead working group meetings; communicate effectively in writing and verbally; and assimilate and understand information in a manner consistent with the essential job functions.

Experience and Training Guidelines: Combination of relevant experience, education, and training that satisfies the required minimum qualifications, knowledge, and abilities.

A Bachelor's degree from an accredited college or university in Real Estate, Public Administration, Business, Finance, Economics, or a related field. Five years of experience in the acquisition and management of real property and rights-of-way (excluding sales and brokerage experience), preferably with a public agency. Member Appraisal Institute (M.A.I.) certification may substitute for two years of experience required above.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license. Senior Right of Way (SR/WA) professional designation and current recertification awarded by the International Right of Way Association is highly desirable.

Established: August 2005

Revised: May 2018

HRD/CLASS SPECS

Real Property Program Administrator