

PROPERTY SPECIALIST

Definition:

Under general direction, acquires, manages and transfers real properties and property rights including easements, provide technical and administrative support on property issues and performs related duties as required.

Distinguishing Characteristics:

This class is expected to function at the full journey level with little or no training. Incumbents must be well versed in property acquisition, right-of-way and easement acquisition, property appraisal, and property management. Incumbents are required to work independently with little or now direct supervision. This class does both field and office work and is required to work in all types of weather. Regularly operates a motor vehicle in the performance of duties. Must occasionally traverse steep, uneven terrain and slippery surfaces. Regularly walks property and easements. Regularly sits for long periods of time. Works with a computer terminal on a regular basis. Occasionally climbs stairs and lifts boxes (up to forty-five pounds) in doing research.

Examples of Duties:

- plans, organizes, conducts and coordinates real property and property rights appraisals, acquisitions, transfers or disposal;
- trains staff in work procedures;
- reviews appraisals and makes recommendations relating to the fair market value of appraised properties;
- negotiates for the purchase, and sale of land, easements, rights of way and similar property rights;
- investigates properties regarding ownership, restrictions, liens, encumbrances, easements, tax liabilities;
- orders and reviews title reports;
- prepares various agreements, escrow instructions and other documents;
- assists engineering, field operations, legal and other Agency staff regarding property, rights-of-way and easements;
- monitors and negotiates changes to existing and new property lease agreements and represents the Agency as both lessor and lessee;
- researches and determines Agency rights with reference to Rights-of-Way and easements;
- regularly gathers data on government and/or private property that becomes available and informs departments of its availability;
- manages Agency property including rentals and property maintenance;
- represents Agency in meetings with other governmental agencies and water purveyors;

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- analyzes and makes recommendations regarding legislations or policies and procedures affecting real property activities;
- maintains records and prepares correspondence and reports;
- ensures that property documents are files in a timely manner with the proper governmental agencies;
- prepares cost estimates, feasibility studies and other reports;
- conducts/participates in community/public meetings relevant to property issues;
- performs related duties as required.

Qualifications:

Knowledge of:

- principles, practices, instruments, laws and regulations of real property and property rights appraisal, acquisition, management and transfer;
- real property, easement, deed and right of way description practices and terminology, eminent domain laws and their application;
- title and escrow practices, negotiation principles and practices, record keeping requirements and modern office practices and procedures.

Ability to:

- plan, organize, and coordinate Agency property program including the coordination and control of consultants and appraisers;
- read, analyze and interpret maps, property descriptions, leases, easements, rules and regulations and agreements;
- negotiate effectively with developers, property owners, public agencies and the public;
- prepare clear and concise reports, documents, letters; use a personal computer and typical office software effectively;
- communicate clearly and effectively both orally and in writing with a wide variety of people;
- establish and maintain cooperative working relations with those contacted in the course of work;
- search, examine and analyze land title and tax records; work independently;
- analyze problems and develop practical solutions.

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Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills, and abilities listed above. These would normally be acquired by completion of the requirements for graduation from an accredited four year college with major work in property management, business administration, public administration or a closely related field and a minimum of three years experience in the acquisition, management, appraisal and transfer of real property, or an equivalent combination of experience, education and training. Experience with a public Agency including easements and eminent domain proceedings and law is preferred.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.