

PRINCIPAL REALTY AGENT

DEFINITION

Plans, supervises, and participates in professional real estate work and, as assigned, represents the District in real estate matters.

TYPICAL DUTIES

Supervises and participates in the more complex professional real estate activities including:

- Preparing preliminary valuation analysis on budgets of real property.
- Participating in locating sites and recommending acquisitions or lease of real property.
- Negotiating purchases, leases, rentals, sales, and relocation assistance.
- Coordinating and reviewing appraisals of real property and improvements.
- Arranging for licenses, permits, easements, rights-of-way, and vacations of streets and alleys.
- Managing District properties.
- Coordinating escrows and examining title, assessment, tax, and other records.
- Providing assistance in relocating owners and tenants of residences and businesses displaced by land acquisition projects.
- Attending community meetings to provide real estate technical feedback to the community on recommended real estate acquisition sites.

- Evaluates, analyzes, and compares site surveys, including topographical and ALTA Surveys to the Preliminary Title Reports.
- Prepares real property project budgets and sees that expenditures are within budgetary limitations.
- Prepares correspondence, reports, and documents concerning real estate matters.
- Represents the District with regard to real estate matters at meetings of the Board of Education, city councils, zoning commissions, and other organizations.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Principal Realty Agent supervises and participates in professional real estate work, acts for the Real Estate Project Director and the Director of Acquisition and Relocation in the Real Estate Department, attends meetings of the Board of Education, signs real estate documents, and oversees a portion of the technical and clerical activities of the Real Estate Department.

A Real Estate Project Director assists in managing the Real Estate Department, supervises and participates in complex real estate transactions, and acts for the Director as assigned and in the exercise of delegated authority.

A Senior Realty Agent supervises and participates in professional real estate activities.

SUPERVISION

General direction is received from a higher-level administrator. General supervision is exercised over lower-level professional, technical, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- General real estate and contract laws and regulations pertaining to public agency real estate transactions
- Procedures for public entity real estate acquisition, eminent domain actions, escrow, and title verification
- Contract law and legal terminology involved in real estate transactions
- Relocation assistance concepts and procedures
- Microsoft Outlook, Word, Excel, and PowerPoint
- Provisions of labor agreements relative to supervisor/employee relations

Ability to:

- Effectively supervise, plan, organize, and direct a variety of technical activities in accordance with pertinent laws and regulations
- Train technical and clerical personnel
- Prepare and present reports and recommendations to the Board of Education and various public agencies
- Prepare and review real estate contracts and other technical documents
- Review and understand the appraisal of real property and improvements
- Communicate effectively, both orally and in writing
- Work effectively with owners and occupants of real property and their agents
- Utilize web-based applications to obtain property information, title, comparable sales assessment, tax records, and rental data

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, including a college-level course in real estate law and appraisal. Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement for the real estate law ~~or~~ and appraisal course is met.

Experience:

Four years of real estate experience working for a public agency or private real estate company performing duties such as real estate acquisition, leasing or property development, analyzing real estate appraisals, title/easement reports, completing property due diligence, analyzing and negotiating purchase/sales agreements, and preparing property pro-formas and/or budgets. Experience in eminent domain is preferable.

Special:

- A valid California Driver License
- Use of an automobile

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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LKD