

SENIOR REALTY AGENT

DEFINITION

Supervises and performs the more responsible and complex technical real estate work.

TYPICAL DUTIES

Supervises and participates in professional real estate activities including:

- Conducting surveys to locate sites and recommending acquisition or lease of real property
- Negotiating purchases, leases, rentals, sales, and relocation assistance
- Appraising property and improvements
- Arranging for licenses, permits, easements, rights of way, and vacations of streets and alleys.
- Managing properties not in use by the District
- Examining title, assessment, tax and other records
- Providing assistance in relocating owners and tenants of residences and businesses displaced by land acquisition projects.

Prepares correspondence, reports, and documents concerning real estate matters.

May represent the District in regard to real estate matters at meetings of city councils, zoning commissions, and other organizations.

May participate in the preparation of the annual budget for the Real Estate and Asset Management Branch.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Principal Realty Agent supervises and participates in professional real estate work and acts for the deputy director and director in the Real Estate and Asset Management Branch as required.

A Realty Agent conducts surveys to locate, select, and acquire District property; appraises real property; negotiates for purchase, sale, rental, and lease of real property; arranges for demolition of improvements; assists in the relocation of displaced residents; assists legal counsel in the preparation of condemnation cases; and coordinates the activities of consultants providing services to the District.

SUPERVISION

General direction is received from the director or deputy director in the Real Estate and Asset Management Branch. Technical work direction may be received from Principal Realty Agents. General supervision is exercised over lower level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Laws, regulations, and District policies pertinent to real estate transactions
- Procedures for real estate appraisal, eminent domain actions, escrow, and title verification
- Contract law and legal terminology involved in real estate transactions
- Relocation assistance concepts and procedures
- Provisions of labor agreements relative to supervisor/employee relations
- Microsoft Outlook, Word, Excel, and PowerPoint

Ability to:

- Effectively supervise staff and 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
- Utilize web-based applications to obtain property information, title, and 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 and appraisal course is met.

Experience:

Three 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, reviewing title/easement reports, completing property due diligence, analyzing and negotiating purchase/sales agreements, and preparing property proformas and/or development budgets. Experience in eminent domain is preferable.

Special:

- A valid California Driver License
- Use of an automobile

SPECIAL NOTE

1. Exempt from FLSA.
2. 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 to change typical duties of a position at any time.

Revised
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LKD