

Job Class Code: 2320	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan, direct, and manage the acquisition and communication of real property information. The class is responsible for planning and scheduling related activities, supervising subordinate staff, reviewing and approving documentation, interacting with various groups relating to real estate issues, and preparing various reports and records. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Plans and schedules the activities for the acquisition and communication of real property information.
- Supervises subordinate staff including Assistant Right of Way Agents, delegates assignments, provides coaching, performance feedback and development opportunities. Participates in the new hire selection process and recommends disciplinary action as applicable.
- Accesses available sources such as property plans, databases, appraisals, and court records to collect, review, analyze, and approve data.
- Coordinates and interacts with staff, attorneys, other agencies, landowners, and/or the general public to communicate findings, negotiate real estate transactions, and make recommendations.
- Prepares and maintains various reports, records, and correspondence including legal documents, appraisals, cost estimates, and budgets.
- Investigates and responds to discrepancies and inquiries or concerns.
- Determines property values and/or related costs by appraising land or inspecting property.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as preparing for and participating in public hearings.
- Performs Property Management duties to include leases, sale of surplus properties. Purchase properties under City grants and other programs for all departments.
- Performs other related duties as assigned

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, or statistics applying such functions as frequency distribution, reliability, validity and correlation techniques.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, accounting, legal, managerial methods in the solution of technical, administrative, legal problems.

Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, clients, or others in the general public.
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Knowledge, Skills and Abilities	
Knowledge	Knowledge of transportation acquisition programs, Knowledge of local commercial and residential real estate markets. Knowledge of local land use regulations as they affect property values. Knowledge of State and Federal procurement and property acquisition statues and regulations. Knowledge of the rights of property owners and the City in the acquisition process.
Skills	Skill in reading and understanding highway, drainage and utility construction plans, cross section sheets, profile sheets and plats. Skill in preparing property valuations. Skill in completing assignments accurately and with attention to detail.
Abilities	Ability to explain the right of way acquisition and relocation process to property owners. Ability to negotiate real estate transactions with property owners. Ability to assign work and manage staff. Ability to analyze and prepare documents, reports, and correspondence. Ability to process and handle confidential information with discretion. Ability to analyze, organize and prioritize work while meeting multiple deadlines.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in real estate or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of five- years of related, full-time equivalent experience, preferably in the right-of-way acquisition disciplines related to appraising and negotiations
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Real Estate Appraiser License and/or Senior Right-of-Way Agent designation preferred.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.