

CITY OF GARDEN GROVE

SENIOR REAL PROPERTY AGENT

Class Code: 223 Range: M173

DEFINITION:

Under administrative direction of a department director, Real Property Manager, or Senior Project Planner, perform advanced technical and professional duties related to the acquisition and sale of real property interests for the City of Garden Grove. May provide work direction to or supervise lower level staff.

EXAMPLE OF DUTIES:

Negotiate for the execution of deeds, quit claims, partial releases, partial reconveyances, and other necessary instruments;

Prepare agreements, verifies deeds, partial releases and other related documents;

Prepare and executes escrow closings;

Prepare correspondence and reports, legal descriptions; process street abandonments and other encumbrances no longer required for public use;

Manage City-owned property, including leasing, rent collections, and property maintenance;

Negotiate and coordinate with property owners the City use of private property;

Secure data and prepares necessary paperwork and supporting documents for the filing of condemnation suits and subsequent proceedings;

Perform field activities including property inspections and prepare field reports and estimates including the verification of land valuation;

Supervise and coordinate relocation assistance activities;

Manage the procuring and oversight of professional consultants;

May oversee and serve as lead worker for the Real Property Agent;

Make presentations to City Council and other public entities;

Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

Experience:

Four years of experience in property management and the acquisition of real property for public purposes including redevelopment uses, or appraisal and evaluation work in connection with the transfer and sale of real property or title examining.

General experience in real estate sales will NOT be considered equivalent to the appraisal and evaluation work referred to in this requirement.

Education:

Bachelor's degree from an accredited college with major coursework in city and regional planning/community development, real estate, redevelopment, business administration, public administration or closely related field. A graduate degree in an applicable field is highly desirable.

Knowledge of:

Legal descriptions of real property; interpretation of title reports and legal descriptions; laws pertaining to the securing of property for redevelopment and other public purposes; principles and techniques of valuation; instruments of real property conveyance; property management and disposition; relocation assistance requirements under Federal and California state law; and effective customer service techniques and principles.

Ability to:

Communicate clearly, concisely and diplomatically, both orally and in writing; tactfully conduct successful negotiations with property owners and tenants; interpret and apply rules and regulations; understand and interpret engineering plans and maps; analyze and solve problems; conduct research; evaluate data and prepare clear and comprehensive reports; accurately complete field reports to prepare property for acquisition and demolition; proficiently use relevant computer applications; and commit to providing quality customer service.

Other Requirements:

Must possess and maintain a valid California driver's license and a good driving record. Real Estate licensure is highly desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification stand, walk, sit, climb stairs, stoop/bend/lean,

turn/twist, speak clearly, hear normal voice conversation, see small details, use a telephone, drive a vehicle, type or use 10-key and work on a personal computer.

WORK ENVIRONMENT:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work inside, outside, in direct contact with public and may work overtime beyond regularly scheduled hours.

JOB FAMILY:

Real Property Agent, **Senior Real Property Agent**, Real Property Manager

Adopted: TBD