

MANAGER, REAL PROPERTY DIVISION

Job Code	Pay Grade
13216	SM4b

Nature of Work

This is professional work with administrative responsibility in directing the county program of securing rights of way and easements needed for highways, including State highways, sewers, water lines and other public purposes. The incumbent may supervise or direct other professional and/or technical staff as well as efforts and work performed by outside organizations. The work includes project review to determine right of way requirements, preparation and review of individual property descriptions, securing necessary appraisals, negotiation with property owners and assisting County Attorney in preparation of condemnation cases. Duties also include assisting the public and rendering advice concerning land, fences, easements and roads.

The Manager, Real Property Division plans, assigns, directs and reviews the work of Real Estate Agents who assist in carrying out assigned duties. The Manager, Real Property Division exercises considerable independent judgment coordinating with governmental and private agencies, but receives engineering advice from engineers. The position reports to Director, Real Estate Management.

Minimum Qualifications

- 7 years experience in appraising and conveying real estate or government right-of-way acquisition that includes formal training and/or college-level coursework in real estate or related discipline, possession of a real estate appraiser license, and supervisor experience or supervisory training (preference will be given to candidates that possess a Certified Florida Evaluator designation or certified appraiser's license), or
- Associate's Degree in Business, Public Administration, Planning, Construction Management, Finance, or related field and 5 years experience as described above, or
- Bachelor's Degree and 3 years experience as described above, or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Incumbent to provide personal properly licensed and insured automobile transportation for the performance of fieldwork and be capable of carrying and operating a portable computer.
- Obtain other assignment related training, licenses, and certifications.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises and administers right of way acquisition procedures including property descriptions, title search, appraisals, and negotiation for right of way for roads, bridges, canals, and other activity requiring access to or use of roads, bridges, canals and other activity requiring access to or use of private or public land.
- Assigns, supervises and reviews the work of Real Estate Agents engaged in projects for acquisition of lands, rights-of-way, and easement required for implementation of assigned projects.
- Organizes and directs the acquisition of any property rights requested to implement scheduled drainage and road construction.
- Reviews zoning requests, site plans, petitions to vacate property, and attends the zoning examiner's hearings.
- Establishes and maintains a continuing training program for Real Estate Agents on acquisition procedures.

MANAGER, REAL PROPERTY DIVISION (continued)

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Illustrative Tasks (continued)

- Prepares budget estimates of right of way costs.
- Plans and supervises related administrative and clerical work; maintains and preserves public records and reports related to the work.
- Provides investigative and informational service to other divisions within the Real Estate Management Department, other municipalities and private organizations.
- Confers with department heads and supervisory personnel in planning various projects and determining methods and procedures used to effectively complete such projects.
- Prepares cost estimates of right of way acquisitions for future major Capital Improvement Projects.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of real estate, legal documents and legal procedures used to convey and acquire property title and legal interests in property titles.
- Knowledge of property values in the county.
- Knowledge of the methods of appraisal of property and of estimating property damage and moving costs.
- Knowledge of requirements of form, content and recording necessary to validate documents involved in right of way work.
- Knowledge of real estate title and valuation work.
- Ability to apply computer applications and software.
- Ability to read technical location plans and property descriptions.
- Ability to comprehend engineering construction plans for roadways and other facilities to determine rights-of-way and acquisition of land for public use and eminent domain proceedings.
- Ability to plan, assign, and direct the work of a moderate size staff.
- Ability to supervise record maintenance and to prepare and submit reports.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to prepare property descriptions.

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Revised	EEOC Code	Overtime Code
11/08	Professionals	Exempt