



## **Acquisition & Disposition Coordinator**

**Category:** Classified  
**Pay Grade:** C28  
**Job Code:** 13008

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs professional work securing real property acquisitions in support of major capital projects, affordable housing, environmental lands, and grant-related projects, and in the disposition of surplus County-owned properties. The incumbent works directly with internal and external stakeholders and consultants and provides technical review of and/or prepares complex legal and other documents related to real property transactions in accordance with the Board of County Commissioners adopted Real Estate Procedures. Work assignments are performed independently and are frequently conducted in collaboration with the Planning and Public Works Departments, Florida Department of Transportation, and the County Attorney's Office. This position reports to the Division Director.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Coordinates transactions and related matters with stakeholder departments, other governmental agencies, County's real estate broker, not-for-profit organizations, developers, brokers, attorneys, and title companies;
- Coordinates efforts with County departments, the County Attorney's Office, and independent professionals for the preparation of scopes of work, appraisals, surveys, inspections and documents relating to the transfer of real property interests;
- Conducts negotiations for voluntary and involuntary real property acquisitions and dispositions and provides recommendations to the division director;
- Coordinates surplus property dispositions, eminent domain proceedings, project plans review and project acquisition cost estimating;
- Assists management with complex real estate transactions, research and preparation of required reports for special projects;
- Provides regular communication to management regarding the status of assigned projects;
- Oversees closings for real property;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Must possess and maintain a sales associate real estate license issued by the State of Florida, plus eight (8) years of experience in corporate, commercial, or public sector real estate acquisition/disposition and negotiating real estate transactions; or a Bachelor's degree and four (4) years of experience plus required certification as described above; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 knowledge, skills, abilities, and credentials required for a specific position.

**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;
- Extensive knowledge of real estate transactions, legal instruments, legal descriptions, surveys, eminent domain acquisition and surplus process in accordance with Florida Statutes;
- Knowledge of laws, regulations, and procedures governing the conveyance of and disposition of real property;
- Knowledge of property appraisal methods and ability to analyze and challenge appraisals;
- Knowledge of title search, survey and environmental assessment/remediation techniques and skill to apply to real estate transactions;
- Skill in negotiating property acquisitions and dispositions;
- Skill in managing complex government real estate negotiations and transactions;
- Ability to read and interpret appraisals, surveys, legal descriptions, title reports, engineering plans and environmental reports;
- Ability to collect, organize and analyze data and develop logical conclusions;
- Ability to multi-task projects/transactions/client needs;
- Ability to work effectively with individuals at all levels of the organization;
- Ability to communicate effectively both orally and in writing.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone and to hear recording on a transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable work environment.