



## **Real Property Specialist 2**

**Category:** Classified/Excluded  
**Pay Grade:** C26  
**Job Code:** 13044

*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**

This work involves advanced professional office and field work in the acquisition, sale, leasing, and management of real property for a wide range of Pinellas County programs and activities. The employee in this position applies expert knowledge of real estate; specifically, to complete acquisition of property by; purchase and sale agreements, easements, rights of entry, and the use of property by means of lease agreements, recreation licenses, antenna and tower agreements, access agreements, permits, and for other activities. Duties include completing major projects covering high priority, complex, and difficult assignments; prepares for and participates in real estate closings; exercises highly independent judgment when conducting field negotiations, defines terms for the conveyance of real property, as well as for leasing or licensing of real property or space. Incumbent interacts independently with customers, clients, and officials to solve problems and provides program advice and assistance to lower level personnel, as well as other county department managers and senior officials; provides training, guidance, and technical assistance to lower level personnel. Incumbent exercises a high degree of independence and consults with senior department staff or managers on unusual or unprecedented and controversial major assignments and reports to a senior manager, supervisor or designee.

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

- Performs as a leader and expert in all facets of real property programs and services;
- Negotiates, coordinates, and completes property transactions by purchase, sale, lease, or license; including the writing, grammar, and proofreading skills needed to produce agreements, legal documents, letters, memos and preparation of packets for presentation to the Board of County Commissioners, or as delegated;
- Coordinates procedures and prepares documents necessary to complete leases, licenses, or other access agreements;
- Coordinates build-out of tenant improvements for leases where the county is the tenant;
- Coordinates campus parking;
- Negotiates full fee acquisitions for property, and less than full fee acquisitions for county entities;
- Coordinates all procedures and documents necessary to complete the acquisition or disposition of real property;
- Coordinates with county entities and independent professionals for the preparation of scope of work, appraisals, surveys, inspections, and documents relating to the transfer of real property interests;
- Researches complex proposals and recommends the acquisition, lease, retention, or disposal of county owned real property;
- Performs all tasks related to property management, including quarterly contacts, annual survey of landlord's services and division's services, and coordination of structure and property maintenance;
- Coordinates effort to obtain initial insurance certification where required by contract, verifying such certification meets contract requirements, inputting in countywide insurance program and continued maintenance of the system by monitoring receipt of updated annual certification;
- Conducts property inspections and acts as a liaison between owning department and user;
- Implements and applies REM software application and report systems to division operations;

- Maintains the general office files, project files, property inventory files, and the computer data bases of the Pinellas County's property, lease, inventory, and projects files;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

High School diploma or an acceptable equivalency diploma (GED); and six (6) years professional experience in corporate, commercial, or public sector real estate practices and negotiating real estate or other contracts that includes supervision, team leadership or supervisory training; or Associate's degree with major coursework in business, public administration, real estate, finance, contracts, or a related field and four (4) years of experience as described above; or Bachelor's degree and two (2) years professional experience 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.
- Current and valid licenses or certifications in applicable position assignment disciplines.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of government real estate acquisition, sale, and leasing principles and practices;
- 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 practices;
- Knowledge of professional composition, grammar, and writing skills;
- Knowledge of computers and database management;
- Skill in property negotiations for lease and acquisitions or sales agreements;
- Skill in oral communication and building professional business relationships;
- Ability to apply computer applications and software;
- Ability to apply mathematical calculations typical of real estate transactions, including the time value of money and annual rental adjustments;
- Ability to read and interpret appraisals, surveys, title reports, engineering plans, and environmental reports;
- Ability to pursue college level courses in disciplines related to the real estate profession.

### **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:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- 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.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.