



Midpeninsula Regional Open Space District

REAL PROPERTY SPECIALIST II

DEFINITION

Under general supervision, performs a variety of work in Real Property transactions such as purchases, exchanges and easements. Works to resolve encroachments and easement issues and perform title research, appraisal analysis, and preparation of related documents; conducts studies and develops recommendations for action, policies, and procedures; responds to requests and inquiries from residents and the public and provides information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Real Property Agent and/or the Real Property Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification performs the full range of duties required to plan, develop, and coordinate the District's real property programs. Positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Successful performance of the work requires coordinating work with other District departments and public agencies as well as frequent interaction with land owners, consultants, and the general public. This class is distinguished from Senior Real Property Specialist in that the latter provides supervision to real property staff and/or advanced specialized expertise in real property issues that is applied to the administration and management of large, complex, and diverse projects or a focused area of responsibility.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of routine to complex professional real property activities involved in real estate transactions (purchases, exchanges, quitclaims, etc.).
- Negotiates and prepares purchase and lease documents, easements, quitclaims, permits and other similar documents relative to real property interests.
- Reviews and negotiates the purchase of easements and exchange agreements associated with land use and development of private lands.
- Conducts due diligence on properties being considered for purchase; prepares and presents acquisition reports to the Board of Directors including title research, zoning and development potential, code compliance and regulatory investigations.
- Participates in a variety of land purchase and planning activities and special projects as necessary.
- Assists the land protection program in researching title and real property related issues to help resolve encumbrance and encroachment issues.
- Resolves conflicts of interest arising from easement and encroachment issues to protect District property; negotiates settlements with property owner.
- Collaborate with Land and Facilities Property Management staff to prepare leases and rental agreements for residential, grazing, agricultural or other tenants assumed as part of new land purchases.
- Initiates and maintains communication with landowners, code enforcement officers, planning officials and other regulatory agency staff.

- Reviews and prepares California Environmental Quality Act compliance documents for land purchase and protection projects; negotiate remediation cost agreements; prepare and submit claims for reimbursement of acquisition costs to State agencies.
- Participates in the development and oversees the administration of the land protection budget; monitors and approves expenditures, recommend adjustments to the land protection budget as necessary.
- Establishes and maintains open communication with other program staff; coordinates activities and work cooperatively in a professional manner.
- Collaborates with management and District counsel to prepare drafts of purchase documents, easements, lease agreements and correspondence asserting property rights involving District owned properties and land.
- Prepares correspondence, documents, and reports to assist real property acquisition, and land protection programs.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Real estate principles, practices and laws pertaining to the appraisal, negotiation, and disposition of land as well as the administration of land use, rental, and leasing agreements including property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Procedures and instruments of real estate law and property rights transactions.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Basic principles and practices of public agency budget development and administration.
- Techniques of contract administration.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, and coordinate real estate programs, projects, and activities, including appraisal and acquisition.
- Conduct accurate appraisal reviews on complex and large properties, including historical and agricultural properties.
- Analyze financial statements and pro forma statements.
- Understand and evaluate financial statements, evaluate appraisals, and market study data.
- Conduct negotiations with land owners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.

- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a four (4) year degree from an accredited college or university with major course work in real estate, real estate law, business administration or a related field, and three (3) years of increasingly responsible experience in real estate that includes significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of an International Right of Way Association (IRWA) Right of Way Certification relevant to assignment within eighteen (18) months of hire.
- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect properties, including traversing steep uneven terrain, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in and walking between work areas may be required and property inspections in rugged rural settings are also required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds and to hike in steep rugged terrain.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, steep and rugged terrain or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: June 2017
REVISED: N/A
FLSA: Exempt