



CLASS SPECIFICATION FOR
Director of Real Property

GENERAL STATEMENT OF DUTIES: Plans and supervises the administration of the real estate program of the County, including general government and schools; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and supervisory position involving responsibility for the administration of the County's real estate program. This includes the acquisition, sale and leasing of all County- and School Board- owned property. The incumbent has the authority to purchase real estate valued up to an amount established by Board of Supervisor's resolution. Supervision is exercised over professional and clerical employees. The agency's work is performed under the general supervision of the Deputy County Manager of Community Operations; the incumbent receives policy guidance and direction from the County Manager.

EXAMPLES OF WORK (illustrative only):

- Responsible for the acquisition and disposal of all County- and School Board-owned real estate;
- Assists County agencies and departments in planning of projects that require acquisition, disposal of property;
- Supervises all pending agency projects;
- Makes assignments to agents and assures that they are completed effectively and efficiently;
- Represents the Real Property Office at Board of Supervisors, School Board and various other governmental and community meetings regarding the acquisition, disposal and leasing of properties;
- Prepares and presents testimony in court, reviews and approves fee and staff appraisals, and advises and makes recommendations to the County Manager, Board of Supervisors and the School Board on property to be acquired or disposed of;
- Oversees personnel, purchasing, budgeting and other administrative functions of the Real Property Office, consistent with County policies and procedures;
- Reviews major complaints or unusual requests directed to the agency by the public, providing answers and resolution;
- May perform the same general duties as Assistant Real Property Agent I and II as necessary;
- Performs related work as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of real estate appraisal, transaction and procedures in the acquisition, sale and/or leasing of properties; skill in interpreting complex plans and plats; comprehensive knowledge of laws relating to the acquisition/sale/leasing of property; considerable knowledge of surveying principles; ability to appraise real estate and improvements and to assess damages; ability to deal effectively with the public; good public speaking skills; ability to supervise effectively; good written communications skills; good organizational skills.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a related field and five (5) years of general real estate and appraisal experience, preferably including some supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Designation by The Appraisal Institute or the International Right of Way Association.