

Code: 2523

Title: REAL PROPERTY SERVICES SUPERVISOR

SUMMARY: This classification supervises and participates in the acquisition and management of real property and property rights.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Directs and supervises acquisition negotiations, sale, leasing, disposal and management of property by the County directly or through contractors to assure fair and reasonable financial considerations to property owners, and from buyers and leasees;

Directs and supervises technical communications services with property owners, occupants of property affected by acquisition, and leads the work of others during the research, project assessment, planning and design phases;

Directs and supervises assignment of work, communicates with and responds to questions on County policy and procedures to contract consultants;

Directs and supervises advisory services to County agencies on county ordinances, policy and State/Federal requirements for property acquisition and relocation, property management, leasing, sale and disposal;

Directs and supervises compilation and maintenance of records of acquisition, relocation, disposition and management of property and property rights, and submission of required reports;

Directs, supervises and participates in staff review of engineering plans, subdivision plats, development plans and property descriptions to determine the extent and accuracy of property acquisition processes needed for development, infrastructure development or capital improvement projects;

Directs and supervises recommendations for changes to engineering design plans, construction details and facility alterations affected by proposed construction, to yield fair and reasonable compensation to property owners and to mitigate negative environmental impact, while complying with County planning and development requirements;

Supervises the management of County properties, to include security, rental, leasing, caretaker arrangements and recommending fair rental for continuing occupancy and review of relevant data and statistics for property management;

Directs and supervises arrangements and services to all affected parties to legally convey property/property rights to the County, to include preparation of legal instruments for the conveyance, use or sale of real property/property rights;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Directs and supervises analysis and recommendations from contract consultants to complete assignments;

Directs and supervises determination of property owner's eligibility for relocation payments, calculation of payment amounts, completion of forms and advisory assistance to property owners and occupants affected by relocation processes;

Directs and supervises submission of payment claims and requisitions, and directs the disbursement of payment of compensation for acquisition and relocation directly or through escrow accounts;

Analyzes, organizes, plans and writes procedures to acquire property and property rights, relocate affected parties, sell, lease, dispose of and manage real property assets of the County;

Plans, organizes and supervises the acquisition and negotiations for real property/property rights to be used, acquired, sold or leased by the County;

Trains and evaluates assigned staff;
Develops and administers division budgets in concert with Real Property Services Manager;
Develops and implements short-/long-range goals and objectives for real property management;
Serves as technical expert on real property acquisition and management concerns for the division, department and other supported departments/agencies;
Receives and resolves complaints and grievances from the public regarding the County's acquisition, management or disposal of property/property rights;
Serves as technical expert on real property acquisition and management concerns for the division, department and other supported departments/agencies;
Recommends administrative settlements or condemnations, as required;
Recommends the purchase, sale or disposal of real properties;
Analyzes changes to property resulting from acquisition of property or property rights, to include benefits or damages resulting from development, construction and operation of public improvements;
Suggests alterations to facility developments and assists in the development of changes in engineering and proposed construction details needed to acquire and manage properties;
Reviews consultant contractor acquisition, relocation, property management, disposition and related work for compliance with contract requirements;
Conducts complicated or sensitive negotiations, including the research, preparation and review of legal descriptions and legal documents such as leases, easements, licenses, exchanges, contracts and agreements;
Makes effective recommendations on personnel actions affecting assigned staff;
May testify in court or other formal hearings as an expert witness in property acquisition matters;
May act as Real Property Services Manager in absence of incumbent.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods and techniques used in the appraisal, acquisition and management of real properties;
- Federal, State and County laws, rules and regulations pertaining to the appraisal, acquisition, disposal and management of real properties, and relocation of persons and businesses;
- real property management, right-of-way negotiations, relocation assistance and property inventory systems;
- principles and techniques for the review of engineering, subdivision and development plans and property legal descriptions;
- legal requirements, instruments, forms and procedures for the transfer, sale, lease of real property and property rights, and relocation of persons and businesses;
- principles, practices and techniques of successful negotiating;
- principles, practices and techniques of effective employee supervision, training and evaluation, to include relevant County personnel and administrative policies and procedures;
- County contracting policies and procedures;
- application of computer-based resources to document activities, prepare correspondence and legal documentation, and maintenance of databases.

Skill in:

- reviewing and interpreting engineering plans, subdivision and development plans, legal property descriptions;
- inspection of properties to determine their locations, conditions and other relevant information;
- establishing and maintaining effective relationships with associates, property owners and the public;
- planning, scheduling, assigning and evaluating the work of assigned staff;

- reviewing consultant contractor property analyses and recommendations and coordinating needed corrections to work performed;
- negotiating the transfer, sale, lease, acquisition and disposal of real property and property rights;
- managing real property acquired by the County, to include clearance, security, rental, leasing, caretaker arrangements, etc.;
- arranging or coordinating the arrangements, for relocation of affected parties to/from properties affected by County activities;
- preparation of legal documents for the transfer, sale, lease of real property and property rights;
- creating and maintaining activity, legal and administrative records;
- use of computer-based resources for preparation and maintenance of activity records, correspondence and databases;
- communicating effectively, orally and in writing.

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university and four years of experience conducting the sale or transfer of real property, relocation of persons and businesses displaced by government projects or programs, or the management of real property and property rights. A minimum of two of the required four years experience must be in negotiating the sale or transfer of real property. [Negotiation experience may be concurrent with the two years of more general experience.]{Experience limited to rental or leasing of residential properties is not qualifying experience for general or negotiating experience.}

OR:

(2) Six years of experience as a Real Property Acquisition Agent/Senior or Relocation Agent/Senior or its equivalent, which included experience conducting the sale or transfer of real property, relocation of persons and businesses displaced by government projects or programs, or the management of real property and property rights. {Experience limited to rental or leasing of residential properties is not qualifying experience.}

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.