

Code: 2524

Title: REAL PROPERTY SERVICES MANAGER

SUMMARY: This classification directs, manages and participates in the work of the Real Property Services Division, which appraises, acquires and disposes of real property and property rights for various uses, manages the County real property inventory and administers improvement districts.

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

Plans, organizes, directs and manages the appraisal, acquisition, disposal, management, maintenance and control activities of the Real Property Services division, to include the creation and maintenance of all required documentation;

Directs the processing, review, and recording of legal instruments required for real property acquisition, disposition, management and use;

Researches, prepares and submits routine, recurring and special reports on assigned projects and on-going activities;

Directs and/or participates in negotiations for real property acquisitions and relocation activities;

Consults, advises and coordinates with County officials and departments on real property transactions, management of real property, site acquisition and right-of-way issues for County projects;

Directs the establishment of County Improvement Districts and the maintenance of all records associated with same, to include billing and collection of Special Assessments;

Directs the management of acquired properties;

Negotiates, administers and manages consulting contracts;

Certifies and signs Right-of-Way Certifications and Easement Grants, and authorizes Just Compensation amounts to be offered to property owners;

Directs the creation and maintenance of records for all properties owned, leased or under option to the County;

Directs the maintenance of appropriate security and confidentiality of information created or encountered in the course of assigned duties;

Directs the staff review of subdivision plats and development plans for accuracy and correctness of right-of-way dedications and data;

Supervises, trains and evaluates assigned staff, and recommends personnel actions to the Public Works Administrator;

Writes scope of services, requests cost/hours quotes, assigns work, gives direction, reviews work, authorizes payment of invoices for land acquisition, relocation and property management consulting contracts;

Assists supported departments and agencies in development of budgets and schedules for real property acquisition services;

Responds to citizen inquiries about activities of the Real Property Services division;

Authorizes administrative settlements and condemnations;

Prepares and administers the division budgets, and participates in the development of Public Works policies and procedures;

May represent Pima County and/or Public Works before other governmental agencies;

May testify in court and like proceedings on real property acquisition and right-of-way issues.

KNOWLEDGE & SKILLS:

Knowledge of:

- . Federal, State and County laws, rules and regulations pertaining to the appraisal, relocation, acquisition, disposal and management of real properties;
- . methods and techniques used in the appraisal, acquisition and management of real properties;
- . 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;
- principles, practices and techniques of successful negotiating;
- County contracting policies and procedures;
- principles, practices and techniques of public administration, to include planning, budget preparation and control, personnel administration and contract management;
- principles and practices for effective employee selection, training and evaluation;
- County personnel and administrative policies and procedures;
- application of computer-based resources to document activities, prepare correspondence and legal documentation, and maintenance of databases.

Skill in:

- directing, managing and participating in the work of the Real Property Services Division, which includes the appraisal, acquisition and disposal of real property for various uses, relocation of affected persons and businesses, management of the County real property inventory and administration of improvement districts.
- directing and negotiating the transfer, sale, lease, acquisition and disposal of real property and property rights;
- planning, assigning, scheduling, evaluating and supervising the work of assigned staff;
- reviewing and interpreting engineering plans, subdivision and development plans, legal property descriptions;
- establishing and maintaining effective relationships with associates, property owners and the public;
- developing and administering consultant contracts;
- 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.

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business or public administration, real estate, planning, urban planning or civil engineering and six years of experience in land management, right-of-way appraisal, acquisition and management or conducting the sale or transfer of real property plus two years of experience in supervision or management of staff engaged in land management or property acquisition [which may be concurrent with general experience.]{Experience limited to rental or leasing of residential properties is not qualifying experience for required experience.}

OR:

(2) Eight years of experience in land management, relocations, right-of-way appraisal, acquisitions and management or conducting the sale or transfer of real property which included at least two years of experience in supervision or management of staff engaged in land management or property acquisition [which may be concurrent with general experience.]{Experience limited to rental or leasing of residential properties is not qualifying experience for required experience.}

OR:

(3) Five years of experience with Pima County as a Real Property Management Supervisor or Real Property Services Supervisor (or combined experience in both classifications) or Real Property Appraisal Supervisor.

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.

Pima County

Revised 09/22/02(fn)