

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB446 Real Estate Coordinator
POSITION #/TITLE: 2547 Real Estate Coordinator	Adopted: 12-08
	Revised: 08-10

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 0004/NB137/Real Estate Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Coordinates real estate property services related to flood including, but not limited to assisting with the current flood buyout program management, assisting with leases for interim and/or temporary public facilities and right of way , identification and selection of permanent City facility locations, provide acquisition services and/or oversee the acquisition of facility locations, assist Community Development Department with neighborhood redevelopment and disaster (flood) recovery activities, economic development marketing and data collection and assist with disposal of excess property.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Funding for this position will be re-evaluated annually.

Examples of Essential Work (Illustrative Only)

Assists the Senior Real Estate Officer with the management of the current flood buyout program;
Serves as Staff liaison for the Voluntary Acquisition Advisory Committee;
Prepares weekly reports as required and attends meetings as necessary;
Responds to public inquiries regarding the voluntary acquisition program;
Maintains and organizes project files on department database and track progress of program;
Assists the Real Estate Disposition Coordinator with the disposal of property acquired through the voluntary property acquisition program;
Assures the necessary requirements have been met in order to dispose of the property;
Coordinates with Community Development and other City departments for the planning and disposal of properties;
Maintains and organizes database and project files;
Processes formal documents necessary pertaining to the disposal of City excess property;
Markets the sale of excess property;
Assists with property disposal public hearings, bid process and disposal process through to completion;

Assists in the preparation of development analysis and evaluation of neighborhood revitalization project proposals;
Conducts research and provides maintenance of public and private property data with respect to redevelopment potential and market availability;
Maintains and organizes project files on department database, tracks progress of neighborhood revitalization projects;
Provides contact point for evaluation and selection of sites for City facilities as needed;
Conducts evaluation and prepares reports related to City facilities, lease agreements, and improvements;
Maintains and organizes project files on department database, tracks progress of City facility site identification and selection;
Assists with the Acquisition and Relocation Services required for property acquisitions;
Assists with managing the acquisition and relocation services if required;
Prepares reports and alternatives for consideration by City staff and City Council relating to facility site selection;
Assists as needed to acquire fee right of way, easements or temporary easements required for the City capital improvement projects;
Makes personal contact with property owners for acquisition of public right of way and easements;
Negotiates right of way and easement acquisition with property owners, including;
Keeps and maintain a complete project file including a set of right of way plans, property legal descriptions, acquisition plats, title report, contact notes, appraisal reports, deeds, agreements and other related documents;
Prepare reports and track progress;
Prepare the necessary documents required to complete the transaction including resolution and cover sheet for City Council approval;
Maintain project deadlines;
Updates immediate supervisor and designated staff fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
Attends meetings, conferences, workshops and training sessions and review publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
Responds to citizens' questions and comments in a courteous and timely manner;
Assists Engineering and Community Development staff as assigned and performs related work as assigned;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of principles and practices of real estate transactions and development for both private and public transactions;
Comprehensive knowledge of real estate valuation and appraisal;
Thorough knowledge of Local, State and Federal development and economic development regulations;
Thorough knowledge of economic development principles and best practices;
Ability to comprehend and interpret technical studies, real estate laws and zoning ordinances;
Ability to recognize and assess errors or incompleteness in narrative, graphic and pictorial information and material;

Ability to establish and maintain effective working relationships with City officials, real estate brokers, property owners, lessees', legal representatives, other business interests, other City employees and the public;

Ability to be creative in marketing property;

Ability to understand and follow oral and/or written policies, procedures and instructions;

Ability to prepare and present accurate and reliable reports containing findings and recommendations;

Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

Ability to perform a wide variety of duties and responsibilities, accuracy and speed under the pressure of time-sensitive deadlines;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in economic development, real estate development, and/or community development; and

Considerable experience economic and/or real estate development; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Drivers License upon appointment

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to inspect real estate properties;

Sufficient manual dexterity, which permits the employee to operate keyboard and mouse;

Sufficient personal mobility, which permits the employee to access real estate properties throughout the City.