

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB371 Real Estate Disposition Coordinator
<b>POSITION #/TITLE:</b> 2464 Real Estate Disposition Coordinator	<b>Adopted:</b> 10-07 <b>Revised:</b> 12-08

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Public Works/Engineering	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 10
<b>Reports To Position #/Job Code #/JC Title:</b> 0004/NB137/Real Estate Services Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Coordinates real estate property disposition services of excess property, vacations of easements and/or right-of-ways in connection with utility and land use changes and public and private sponsored development, re-development and improvement projects.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. This position is subject to an employment period that coincides with completing the sale of excess City property, as funding for this position is allocated from such property sales.

<b>Examples of Essential Work (Illustrative Only)</b>
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Maintains and organizes parcel files on inventory database, tracks progress of transactions through the disposition of parcels;  
 Facilitates and provides public assistance related to public requests to vacate City right-of-ways or easements and requests to encroach on public right-of-ways or easements;  
 Consults with Legal Department to address and resolve issues involving the quality of title and clears objections;  
 Processes formal documents necessary pertaining to the vacation and encroachment of public right-of-way and easements and disposal of City excess property;  
 Consults with other City Departments on the status of excess property and collects pertinent information from the departments in preparation for the disposal of excess property or the vacation of easements and/or right-of-ways;  
 Processes documents in a timely manner to meet required Council agenda and transaction completion schedules;  
 Attends and presents information at Public Hearings during Council meetings relating to the disposition of excess property or the vacation of easements and/or right-of-ways;  
 Markets the sale of excess property;

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 Property Acquisition Agent 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 Local, State and Federal regulations;  
Thorough knowledge of principles and practices of real estate transactions for both private and public transactions;  
Thorough knowledge of legal instruments and documents and methods used in real estate transfer transactions;  
Thorough knowledge of Federal, State and Local real estate laws and regulations, including recording and taxation procedures;  
Ability to comprehend and interpret property descriptions and topographic maps;  
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 an Associate's Degree, including or supplemented by training or coursework in real estate fundamentals; and  
Considerable experience in real estate sales, closing and title clearance; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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Valid Iowa Drivers License upon appointment;  
Iowa State Real Estate License or ability to acquire the same within 6 months.

<b>Essential Physical Abilities</b>
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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.