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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: NB137 Real Estate Services Manager |
| POSITION #/TITLE: 0004 Real Estate Services Manager | Adopted: 07-97 Revised: 05-14 |

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| POSITION DESCRIPTION |
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| Dept /Division: Public Works/Engineering | Manager Level: Manager |
| Salary Plan/Description: NBU/Non-Bargaining Unit | Salary Grade: 15 |
| Reports To Position #/Job Code #/JC Title: 1053/NB070/Engineering Manager | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Exempt | City Overtime Status (Employee Type): Exempt (Salaried) |
| 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 | |

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| General Statement of Duties |
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Manages all facets of real estate negotiation, acquisition, disposition, easements, rights-of-way, valuations, appraisals, titling, relocation, leases, rights of entry, eminent domain, vacations, encroachments, granting of easements on city property, property management and other miscellaneous agreements primarily for the City's Public Works Department, but also for other departments as needed and on special city-wide projects. Supervises, trains, and administers the day to day operation of the real estate staff within the department.

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| Distinguishing Features of the Class |
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of the Real Estate Officer, Real Estate Coordinator, Engineering Customer Liaison and positions, Real Estate Disposition Coordinator and consultant contract employee(s).

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| Examples of Essential Work (Illustrative Only) |
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Plans, organizes and supervises staff performing the acquisition of property, right-of-way, easement agreements and utility/Right of Way permits and mortgage releases, while directly negotiating the details of the complex real estate transactions;

Performs valuation appraisals on minor acquisitions in accordance with principals of the State of Iowa's Appraisal Waiver Process;

Supervises and coordinates property rights vacation and fee title disposition;

Supervises and coordinates leasing of public property and right-of-way, as well as granting of encroachments within city property, right-of-way and easements;

Coordinates annual, monthly and weekly work schedules and plans special projects with the Engineering Manager;

Trains, assigns work, establishes job priorities and time frames, and oversees performance for the Real Estate Officer, Engineering Customer Liaison and positions, Real Estate Disposition Coordinator, and Property Disposition Coordinator;

Coordinates with Engineering design staff on design issues and effects on real estate;

Monitors completion of job assignments to ensure compliance with federal and local standards and instructions and revises instructions and time frames as necessary;
Administers and coordinates internal audit on real estate transactions and grant administration, as well as audits of other governmental agencies participating in funding of city real estate activities;
Conducts eminent domain proceedings on behalf of all departments city-wide;
Provides expertise, organizes and administers Real Estate transactions for other City departments/divisions, i.e. Water, Water Pollution Control, Transit, Parks and Community Development, as needed;
Coordinates design and/or valuation dispute resolutions on projects via confidential mediation settlement meetings;
Coordinates appraisals, monitors, and performs the more complex determination of fair market values for acquisitions and oversees the City's relocation assistance program;
Prepares deeds, contracts and resolutions for property purchases;
Hires and manages consultant contracts for appraisals, review appraisals, title services, mediation, acquisition and relocation work;
Develops documentation, data and information for condemnation actions and processes said documentation with Linn County Sheriff; represents City at condemnation hearings;
Prepares demolition cost estimates, specifications and contracts and monitors demolition activities;
Responds to inquiries and attends conferences and public meetings concerning project concepts and design;
Makes presentations to City Council and conducts public hearings;
Develops and recommends policies and procedures for Real Estate activities;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, State and Federal laws, rules and regulations, procedures and safety practices;
Attends meetings, conferences, workshops and training sessions to become and remain current on principals, procedures and new developments in assigned work areas;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Extensive knowledge of real estate concepts, principles, transactions and practices;
Comprehensive knowledge of real estate valuation and appraisal;
Comprehensive knowledge of legal recording and documentation for property acquisitions, condemnation and right-of-way transactions;
Some knowledge of civil engineering principles and practices;
Some knowledge of surveying principles and practices;
Some knowledge of utility location, easement and construction practices;
Some knowledge of mathematical calculations used in engineering design and construction projects;
Ability to understand appraisal and appraisal reviews;
Ability to research courthouse records and understand legal title;
Ability to read and interpret engineering plans, specifications and blueprints;
Ability to evaluate real estate and determine property values;
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Ability to communicate effectively and maintain working relationships with property owners, utility representatives, contractors, developers, other governmental entities, City personnel and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing real estate terminology and documentation, title forms and documents, real estate valuations, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

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, including coursework in engineering technology; and
Considerable experience in Iowa real estate, appraisal, property laws and processes, eminent domain, Uniform Relocation Act and conducting real estate valuation, negotiation and transactions; and
Experience with governmental agency or private firm engaged Iowa governmental right-of-way (real estate) acquisition; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Real Estate Broker's license preferred.
Senior Member Right of Way (SR/WA) designation from the International Right of Way Association required within 12 months of 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, right-of-ways and public properties to determine real estate valuations;
Sufficient manual dexterity, which permits the employee to operate computerized equipment;
Sufficient personal mobility, which permits the employee to evaluate real estate and easement properties.