



City of Irving Job Description

Real Estate Specialist

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Programs (CIP)
Job Code:	E291	Reports To (Job Title):	CIP Contracts Administrator

PURPOSE

To coordinate, analyze, negotiate, recommend, and finalize real property acquisition, and/or use of real property, by the City of Irving under the supervision of the Real Estate Administrator, which includes preparing legal documents and reviewing appraisals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Review property acquisition with engineering and/or other staff to determine the methods and procedures to accomplish project goals, which includes meeting with members of the public individually and at public hearings.
- Acquire property and property rights for the City, which includes assisting in the maintenance of records for all acquisitions.
- Provide technical assistance by providing an initial review of appraisals and recommending appraised values to Real Estate Administrator as required by purchasing ordinance.
- Provide personal and telephone contact with property owners, real estate appraisers, attorneys, and other parties.
- Assist in the administration of Relocation programs for residents or businesses displaced by City projects.
- Prepare and present issues and agenda items for City Council consideration, including property acquisitions, sale, or abandonment, as well as ordinances or resolutions pertaining to real estate issues.
- Assist with the preparation of legal documentation, including correspondence to property owners and City officials; Provide technical assistance in support of litigation related to real estate.
- Assist in management of surplus property according to the City's Surplus Property Management Policy, which includes assisting in the upkeep of inventory records.
- Assist in administering demolition and removal projects, which includes developing bid specifications for contractors.
- Assist in administering annual contract for the procurement of environmental services concerning the acquisition of property, which includes reviewing proposals and reports submitted by consultants.
- Assist with processing abandonment requests.
- Assist in negotiation and preparation of licenses with outside agencies for the City's use of their property, and also licenses for others' use of city property.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree (B.A. or B.S.) from an accredited four-year college or university in a related field of study.

EXPERIENCE

- At least two (2) years of real estate, property acquisition, and/or appraisal experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- Valid real estate license

KNOWLEDGE OF

- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Public Purchasing: Laws and procedures for municipal real property purchasing.
- Property Management: Laws and provisions related to tenant / landlord relationships, especially regarding tenant relocation.
- Real Estate Law and Appraisal: Valuation, surveying, and engineering methods, procedures, laws, and tools related to real estate acquisitions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Service Orientation: Actively looking for ways to help people.

- **Problem Identification:** Identifying the nature of problems.
- **Identification of Key Causes:** Identifying the things that must be changed to achieve a goal.
- **Implementation Planning:** Developing approaches for implementing an idea.
- **Visioning:** Developing an image of how a system should work under ideal conditions.
- **Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Technical Reading Comprehension:** Reading and understanding maps, surveys, legal descriptions of property, plot plans, profiles, blueprints, drawings, and specifications.
- **Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Inductive Reasoning:** Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- **Technical Problem-Solving:** Dealing with problems involving several concrete variables in standardized situations.
- **Visualization:** Imagining how something will look after it is moved around or when its parts are moved or rearranged.
- **Persuasion:** Convincing others to approach things differently.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand.
- **Reading Comprehension:** Reading and understanding information and ideas presented in writing.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

This positions is in daily contact with other city departmental staff of varying levels; interacts with residents, business owners, and contractors/consultants on a weekly basis; and, engages outside agencies that include TXDOT, Dallas Area Rapid Transit (DART), and the North Central Texas Council of Governments (NCTCOG) approximately every quarter.

EQUIPMENT AND PROPERTY

A computer, printer, copier, scanner, and a telephone and/or cell phone; also, a city vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen and see. Frequently, s/he is required to drive a vehicle, sit, stand, talk, and/or walk. S/he occasionally is required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to outside weather conditions and air contamination. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.