

City of San Jose  
**SUPERVISING REAL PROPERTY AGENT (3968)**

CLASS PURPOSE

Under direction, performs any single or combination of the following real property activities: work of considerable difficulty in the planning and supervision of appraisal and acquisition, and disposition programs of real property and property rights for City purposes and for the relocation of persons and/or businesses displaced as a result of action by the City of San Jose.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Supervises City real estate acquisition, disposition, property management and maintenance programs.
- Supervises and directs the gathering and compilation of data to determine relocation needs, the socioeconomic needs of occupants and the availability of relocation accommodations, and the preparation of reports and recommendations relating to all relocation activities. Reviews relocation forms.
- Sets and reviews project time schedules; prepares cost estimates of projects.
- Conducts public and staff meetings and makes presentations to Council, boards, commissions and other groups.
- Assigns, schedules, trains and evaluates the work of Real Property Agents.
- Administers leases, permits and concession agreements.
- Conducts surplus land and building auctions; prepares monthly and quarterly real estate transaction reports maintains project files.
- Meets with federal, state and local officials relative to real estate projects.
- Supervises preparation of requests for proposal documents and administers the request for proposal process.
- Establishes and maintains effective communications with community resource agencies, renters and realtors, public housing authorities and project occupants; provides liaison between these entities and City, administration officials.
- Develops policy for implementation of relocation laws and regulations, and analyzes and interprets applicable laws, rules, regulations and ordinances.

TYPICAL END RESULTS INCLUDE

- Acquisition of real estate for municipal purposes, well trained, productive real property agents; compliance with Council and departmental project deadlines.
- Accurate cost of project figures; accurate appraisals; ensuring proper documentation of relocation case work, accuracy and validity of claims.

- Efficient administration of City property management and maintenance programs.
- Implementing a successful relocation program for the City of San Jose; explaining and answering questions regarding City relocation programs and projects.
- Maximum benefit to the City from land and building sales and rental and up-to-date project control.

### DISTINGUISHING CHARACTERISTICS

This is supervisory professional real estate and property management work in the appraisal and acquisition, and disposition of real property and in the negotiation of agreements for the purchase of real property, right-of-way, easements, leases, concession agreements, permits and other legal property interests for municipal purposes, and for the formulation and implementation of the relocation program for the City.

Employees of this class supervise the work of Real Property Agent I/II's who, in turn, are responsible for a given case load.

### QUALIFICATIONS

#### Minimum Knowledges Skills and Abilities

- Knowledge of laws and legal procedures pertaining to real property, right-of-way acquisition, relocation, leasing, concession agreements and permits.
- Knowledge of real estate appraisal and negotiation methods and procedures.
- Knowledge of procedures involved in real estate transactions, title searches and examinations, and business law governing such transactions.
- Knowledge of community resource agency functions as they pertain to relocation.
- Ability to estimate cost of relocation projects and performs complex mathematical computation.
- Ability to understand and interpret relevant legal material.
- Ability to plan, supervise and evaluate the work of others.
- Ability to collect, analyze, compile and interpret economic, technical and statistical data relating to real property and to establish fair market values.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare written reports.
- Ability to establish and maintain effective working relations with others.
- Familiarity with personal computer based applications including: word processing, spreadsheet, e-mail, and property information software.

#### Competency Knowledges, Skills and Abilities

Ability to maintain records control of a variety of real estate and property management projects.

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### Education

A Baccalaureate Degree from an *accredited* college or university preferably in real estate, economics, business or public administration, or a closely related field.

### Experience

Five (5) years of increasingly responsible experience in appraisal and negotiation of for the acquisition and disposition of land, improvements and property rights, property administration, or competitive proposal processes for leases and concession agreements including three (3) years of experience of experience in acquisition for public use or property administration of facilities.

### Acceptable Substitutions

- Additional years of increasingly responsible experience at a level equivalent to a City of San Jos Real Property Agent I may be substituted for up to two (2) years of the required education on a year-for-year basis.
- A Master's Degree from an accredited college or university in economics, business or public administration, urban planning, or a closely related field may be substituted for one (1) year of the required five (5) years experience.

### Licenses and Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California. As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties.

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