

City of San Jose

REAL PROPERTY AGENT II (3967)CLASS PURPOSE

Under direction, to perform any single or combination of the following real property activities: real property appraisals, feasibility studies, negotiations, relocation and housing studies, environmental studies, property disposition, property development, title examining and other functions relative to acquiring, managing, leasing and disposing of real property and rights-of-way. Performs related work as required.

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.)

- Acts as project manager and/or lead agent for standard and complex projects.
- Appraises residential, commercial and other real estate; prepares reports of appraisals and testifies as necessary at hearing a meeting and in court in support of such appraisals.
- Negotiates for or prepares leases, bid proposals, deeds, reconveyances, quitclaims, licenses, agreements for purchase, resolutions or other necessary actions.
- Prepares specialized legal documents for acquisition, property management and other agreements as required.
- Sets and reviews project time schedules; prepares cost estimates of projects.
- Conducts title searches; confers with escrow agents and lending institutions; negotiates with property owners to clear land and remove buildings and lease City-owned property.
- Manages, leases and disposes of real property.
- Researches and prepares housing and relocation studies and plans in compliance with state and Federal laws.
- Contacts residents, business proprietors and institutions to determine their relocation needs.
- Provides relocation assistance to displaced homes and businesses, including soliciting and monitoring bids for moving dislocatees.
- Advises and assists individual, occupants with their relocation problems; determines socioeconomic needs; provides information on available relocation assistance.
- Develops and maintains effective working relationships with representatives or authorities, City employees and officials of various other governmental agencies.
- Develops and maintains relocation and case records, prepares reports and correspondence on relocation problems, progress and activities.

DISTINGUISHING CHARACTERISTICS

This class is the journey level real estate agent assigned to conduct appraisals, negotiations, relocation of people and businesses displaced by public projects, preparation and evaluation of environmental studies, and other related work of varying degrees of difficulty and complexity.

It is distinguished from the higher level class of Supervising Real Property Agent by the absence of being in charge of a major segment of the acquisition program with supervisory responsibilities over a staff of real estate agents.

It is distinguished from the lower class of Real Property Agent I by the ability to conduct appraisals and negotiations for property interest of greater value or complexity and with minimal supervision.

QUALIFICATIONS

Minimum Knowledge, Skills and Abilities

- Knowledge of Federal, State and local laws, rules and regulations pertaining to public land acquisition leasing, environmental impact requirements, relocation assistance programs.
- Knowledge of laws and procedures related to the lease of public property.
- Knowledge of current federal and state redevelopment laws and procedures.
- Knowledge of the laws, legal documents and procedures for acquiring through purchase, rental, or use property and rights-of-way for public purposes.
- Knowledge of established standards governing appraisal of real property and of factors affecting real property values.
- Knowledge of procedures involved in real estate or real property transactions; title searches and examinations, leases, concession agreements, and of principles of business law governing such transactions.
- Knowledge of techniques of estimating relocation costs.
- Knowledge of interview techniques.
- Ability to collect, analyze, compile and interpret economic, technical, and statistical data relating to real property.
- Ability to express oneself, clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to prepare written reports.
- Familiarity with personal computer based applications including: word processing, spreadsheet, e-mail, property information software.

Competency Knowledge, Skills and Abilities

- Ability to plan and schedule complex projects.
- Knowledge of prevailing costs of construction and improvements,
- Knowledge of City of San Jos policies and procedures regarding real estate.
- Knowledge of community resource agency functions as they pertain to relocation and the ability to utilize such community agencies.
- Knowledge of real estate law and escrow procedures for the protection of relocates and the City of San Jos .
- Ability to conduct field and phone interviews to ascertain relocatee's needs and specific problem areas and arrive at workable conclusions.

- Ability to effectively resolve relocatee's needs, business or residential.
- Ability to deal effectively with difficult people and people in high stress and/or adversarial situations.

Education

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

Experience

Three (3) years of increasingly responsible experience in appraisal, and/or title, and/or negotiation of concession agreements, and/or the acquisition and disposition of land, improvements and property rights for public agencies.

Acceptable Substitutions

- Additional years of increasingly responsible experience at a level equivalent to a City of San Jose 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 three (3) 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.