

MAJOR FUNCTION

This is responsible, professional and administrative work in the procurement, disposition and management of real estate for the City. The work includes responsibility for supervising employees who negotiate, secure and manage property purchased by the City and negotiate to dispose of property owned by the City. Considerable independent judgment, discretion and initiative are exercised in handling responsibilities. Work is performed under administrative direction of an Assistant City Manager and the work is reviewed through conferences, reports, observations and by measurable results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Organizes, plans, trains, schedules and supervises all employees in the division. Directs and coordinates real estate acquisitions or dispositions between landholder, City Attorney, appraiser, surveyor, title company and requesting department. Negotiates real estate purchases, sales, and leases. Directs the preparation and review of a wide variety of deeds, easements, releases, disclaimers, agreements and other related documents. Oversees the pre-suit condemnation of property when necessary and assists the City Attorney's Office in post-suit acquisition. Develops quality and productivity process improvements to improve services and effectiveness. Formulates policies and procedures for operating functions. Oversees the management of City property including parking garages, parking lots, surplus properties, Gemini Building and Renaissance Center. Manages leases of real estate to and from the City. Administers and maintains all real estate records and documents, including an inventory of all City-owned property. Manages six cemeteries with approximately 130 acres containing 44,000 grave spaces. Makes decisions regarding priorities, schedules, budgets and purchasing decisions. Makes presentations before City Commission and at meetings. Prepares correspondence and written reports necessary to the operations of the division. Recommends the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Reviews and/or approves all requests for payment relating to City real estate purchases. Performs related work as required.

Other Important Duties

Assist with Economic Development and Community Redevelopment Agency real estate needs. Serve on committees as necessary, related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of Florida real estate principles, practices and laws. Knowledge of voluntary and involuntary acquisition of real estate for capital projects. Knowledge of real estate documents including agreements, contracts, easements, leases, deeds, releases, disclaimers, etc. Knowledge of procurement policies. Knowledge of policy formation, management, supervision, training and performance evaluation. Knowledge of cemetery operations. Knowledge of surplus property disposition. Ability to understand and evaluate title work, surveys, right of way maps and plans, appraisals, environmental assessments, closing documents, deeds, easements and miscellaneous documents relating to real estate. Ability to formulate budgets and maintain budgetary control and to interpret financial and audit reports. Ability to make presentations to committees and boards, including the City Commission. Ability to perform critical thinking and analysis, prioritize, work under pressure and provide information to external and internal customers. Ability to evaluate and critique employees to improve work performance and morale. Skill in managing a significant revenue producing division. Excellent oral and written communication skills. Skill in managing multiple projects simultaneously. Skill in understanding and analysis of complex title issues, real estate,

appraisals, surveys other matters pertaining to real property. Skill in understanding and interpreting legal issues pertaining to real estate and eminent domain. Management skills relating to budget, finance, human resources and procurement.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, real estate, or related field, and four years of professional experience that includes real estate transactions and/or real estate management, real estate appraisal, or a related field; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must be licensed as a real estate broker by Florida Real Estate Commission at the time of appointment. Must be a commissioned Florida Notary at time of appointment, or within three months of employment as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

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