

SENIOR REAL ESTATE AGENT*Class Definition*

Under general supervision, performs difficult appraisal, negotiation, property management, and related semi-legal duties in the acquisition, disposition, or rental of city and Redevelopment Agency properties; may assist in the relocation of industrial and commercial occupants, and residents.

Distinguishing Characteristics

Senior Real Estate Agent is the advanced journey level class in the Real Estate Agent series. Incumbents perform the more difficult appraisal, negotiation, property management, and related semi-legal duties in the acquisition, disposition, or rental of City or Redevelopment properties. Duties may include providing supervision and training to subordinate staff. Incumbents exercise considerable independent judgement in the performance of duties. This class differs from Real Estate Agent II in that the latter is the journey level class in the series.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Assigns, reviews, and supervises the work of subordinate staff performing appraisal, negotiation, title, and escrow or other major phases of work required for acquisition or disposition of properties.

Assists with or completes negotiations where special difficulties arise in the negotiation or purchase of rights-of-way, or in the sale of properties.

Supervises the preparation of deeds, reconveyances, agreements, and other documents required for property acquisition or disposition.

Supervises and approves estimates and appraisals of right-of-way and property costs; prepares appraisals on high value properties.

Serves as expert value witness in condemnation trials; and assists supervisors and legal representatives in securing appraisers as value witnesses.

May advise businesses and residents on such matters as relocation, entitlements, availability and selection of relocation sites, and types and sources of financial assistance available.

Develops and administers rental and lease agreements for City property; manages rental and vacant properties.

Attends meetings of citizen groups as required.

Knowledge, Abilities and Skills

Considerable knowledge of the factors involved in appraising property and of the principles underlying the appraisal process.

Considerable knowledge of condemnation and real property laws, ordinances, and federal regulations related to the acquisition and disposition of property.

Knowledge of the sources and the methods of compiling, analyzing, and applying market information in the estimation of land and improvement values.

Knowledge of the Uniform Relocation and Real Properties Acquisition Policies Act.

Knowledge of building construction methods, materials, and plans as applied to the preparation of building cost estimates.

Knowledge of real estate financing alternatives and programs.

Ability to make arithmetic computations quickly and accurately.

Ability to analyze factors which influence the value of land and improvements, and to exercise sound and impartial judgment in the estimation of values.

Ability to read, understand, and plot maps, blueprints, specifications, and legal descriptions.

Ability to negotiate the acquisition or disposition of property.

Ability to establish and maintain effective working relationships with fellow employees and the public.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor*s Degree in real estate, public administration, or related field; and three years of experience in the appraisal of, and negotiation for acquisition or disposition of land improvements and property rights. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid California Driver*s License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____