

SUPERVISING REAL ESTATE AGENT

Class Definition

Under general direction, plans, coordinates, and supervises the operations of the Real Estate Section.

Distinguishing Characteristics

Supervising Real Estate Agent is the first-line supervisory class in the Real Estate Agent series. Assigned to the Housing and Community Development Department, the incumbent supervises a staff of Real Estate Agents involved in conducting a comprehensive program of acquisition and disposition of land, including marketing, appraisal, relocation, and cost analysis, and marketing and implementing redevelopment and community development projects. The incumbent is expected to use professional judgment, independence, and skill in the performance of duties. This class is distinguished from Senior Real Estate Agent in that incumbents of the latter perform the more difficult duties but do not normally have supervisory responsibilities.

Typical Tasks

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

Supervises staff performing all aspects of real estate activities, including acquisition, marketing, disposition, and redevelopment.

Administers real estate appraisal contracts; prepares and reviews appraisal reports.

Administers the relocation program for individuals, families, and businesses; prepares relocation plans; locates relocation property; oversees grievance procedures; and provides budget projections for relocation costs.

Establishes and maintains liaison with governmental and private entities involved with the City's real estate activities.

Administers rental and lease agreements for City-owned property.

Assists and advises condemnation attorneys in the preparation of condemnation cases.

Plans and develops marketing and project implementation techniques to stimulate the development of City-owned and Redevelopment Agency-owned properties.

Supervises subordinate staff in implementing assigned project tasks and assures timeliness of actions.

Prepares economic and financial feasibility analysis of redevelopment proposals.

Assists in the preparation of redevelopment and community development program implementation strategies, fiscal

planning, and urban design projects.

Performs related duties as required.

Knowledge, Abilities, and Skills

Thorough knowledge of the methods and practices of appraisal of land, buildings, and structures.

Considerable knowledge of real estate marketing practices, and analysis and development of pro forma financial projections.

Considerable knowledge of real estate laws, federal, state, and local ordinances, and rules and regulations related to redevelopment activities.

Considerable knowledge of the economic and environmental factors affecting land marketing techniques.

Knowledge of redevelopment tax increment financing and techniques to stimulate and promote development and redevelopment activity in urban areas.

Ability to organize and conduct public meetings as they relate to the redevelopment process, specifically, land acquisition and relocation.

Ability to design and conduct surveys and other primary data collection efforts.

Ability to analyze situations accurately and to adopt appropriate courses of action.

Ability to manage and supervise employees involved in performing complex real estate transactions and redevelopment project marketing and implementation activities.

Ability to prepare comprehensive reports, make effective oral presentations, and maintain effective public relations.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor*s Degree in Business Administration, Public Administration, Economics, or closely related field; and four years of progressively responsible experience in real estate appraisal, and negotiation for the acquisition, disposition, or development of land. The required experience must include, or be supplemented by, two years of supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

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

APPROVED: _____
Director of Personnel

DATE: _____

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