

CITY OF GLENDALE

TITLE:	Property Manager	CLASS CODE:	789
REPORTS TO:	City Engineer	GRADE:	30
DEPARTMENT:	Engineering	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Plans, organizes and manages the Land Management Division of the Engineering Department.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs and manages the activities and staff of the land management division involved in the acquisition and management of real property, landscape architecture, and mapping and records.
2. Develops and administers division's policies and procedures.
3. Prepares and administers division budget in accordance with City and department goals and objectives.
4. Serves as a member of the project development team to review plans at various stages of development to ensure city objectives are met.
5. Conducts negotiations for the acquisition or disposition of City Real Estate.
6. Prepares estimates of property values; performs or reviews appraisals for City departments.
7. Makes oral and written presentations to City Council, City staff and the public on City property acquisitions and disposals; requests Council decisions for actions on property.
8. Manages the process for annexation of land and decisions regarding abandonment of property.
9. Performs inspections of properties for environmental compliance and other reasons.
10. Reviews title reports, deeds, and other property documents for accuracy; creates deed documents.
11. Maintains accurate records of City real estate.
12. Hires, and coordinates the work of consultants.
13. Meets with individual citizens and citizen groups regarding annexations or other special neighborhood issues and problems.

SECONDARY FUNCTIONS:

14. Represents City at professional meetings and with professional organizations.
15. Corresponds with the public to acquire information for possible future City actions.
16. Participates in process to determine alignments for City utilities.
17. Participates in process to identify site for future City improvements.
18. Supports the Planning Department's coordinating and accepting of land dedications.
19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Mapping and records, City infrastructure, and development review process including plans review.

Principles, practices, and legal procedures of real property acquisition and disposal, and the assessment of prevailing real estate values.

Annexation and abandonment laws and procedures.

Legal and real estate terminology and the process, procedures, and documentation required in property transfers.

Supervisory theories and practices.

Civil Engineering principles and practices.

Environmental compliance inspection procedures.

Ability to:

Review civil engineering plans.

Hire, supervise, and evaluate the work of subordinate staff and consultants.

Effectively negotiate with property owners and manage property acquisition.

Research, analyze, and develop accurate real property values.

Read and evaluate the accuracy and completeness of documents

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with property owners, developers, attorneys, governmental officials, and the general public.

Read, write and evaluate written real estate appraisal reports and property SPECIFICATIONS.

WORKING CONDITIONS:

Office setting with field activities.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Real Estate, Business Administration or a related field, and five years experience in real estate acquisition, real estate appraisal, or a related field, including two years of supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Certification as a General Real Estate Appraiser with the State of Arizona Board of Appraisal.

Possession of a valid Arizona Drivers License.