

REAL PROPERTY ASSOCIATE

DEFINITION

To assist in all phases of the City's real property program and to provide estimated current values on real property.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Real Property Manager. May provide lead supervision on a project basis.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Performs appraisals and provides estimated current values on real property.
2. Reviews title reports to determine ownership, coordinates escrows, and assists City Engineers in the preparation of property descriptions.
3. Negotiates with tenants and property owners for the purchase, rental, or sale of real property and real property rights.
4. Assists in City surplus property sales including pricing, advertising and conducting actual sale of property.
5. Provides technical assistance to City Attorney's office and City Council relative to real property programs.
6. Establishes and maintains property management records and files in conformance with Federal standards.
7. Prepares progress payment reports on Federally funded projects, including documenting costs and working closely with Federal auditors.
8. Prepares written and oral reports to City Council, City Manager and City Engineer relative to real property programs.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of title and escrow procedures, real estate law and principles of property appraisal.
- B. Knowledge of laws related to securing rights of way for street and highway purposes.
- C. Ability to interpret maps, legal documents and engineering plans.
- D. Ability to read and interpret federal guidelines related to relocation and funding documentation.
- E. Ability to conduct negotiations using professional standards and in accordance with Federal, State and local rules and regulations.
- F. Ability to provide technical assistance to other City departments involving real property issues.
- G. Ability to communicate effectively both orally and in writing with the general public, tenants and property owners, outside contractors, City officials and staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years in real property appraisals, property acquisition negotiations, and escrow processing at least one year of which dealt with real property acquisition, disposal and or appraisal for a public agency.

Education: Equivalent to a Baccalaureate Degree from an accredited college or university with major work in Public or Business Administration, Real Estate or a closely related field. Appropriate experience may be substituted for education on a year for year basis.

City of Hayward
Real Property Associate (continued)

LICENSE: Possession of a class C California driver's license. Possession of a real estate appraisal license is desirable.

PROBATIONARY PERIOD: One Year

667CS92

June 1992

Revised June 1993

AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt