



## Midpeninsula Regional Open Space District

### **REAL PROPERTY SPECIALIST I/II**

#### **DEFINITION**

Under direct supervision, performs a variety of work in real property transactions such as purchase, exchanges, and easements. Performs title research; appraisal analysis, and preparation of related documents; coordinates hiring consultants, site investigations, and encroachment resolution; conducts studies and develops recommendations for action, policies and procedures; performs varied technical support work for the Real Property division such as service coordination, word processing, data entry, report preparation, records management, and work order processing; responds to requests and inquiries from residents and the public and provides information as necessary; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Senior Real Property Specialist and/or Real Property Manager. Exercises no direct supervision over staff. May provide technical and functional direction over lower-level staff, interns, and/or volunteers.

#### **CLASS CHARACTERISTICS**

Real Property Specialist I: This is the entry-level class in the Real Property Specialist series. Incumbents at this level are expected to have limited work experience. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, assignments become more varied and are performed with increasing independence. This class is distinguished from the Real Property Specialist II classification in that the latter is the first fully experienced classification capable of working independently on individually assigned real property projects, whereas this class is typically assigned to small scale projects or to support larger scale projects that are managed by more experienced real property staff.

Real Property Specialist II: This is the journey-level classification in the Real Property Specialist series responsible for performing the full range of duties required to plan, develop, and coordinate the District's real property programs. Positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Successful performance of the work requires coordinating work with other District departments and public agencies as well as frequent interaction with landowners, consultants, partner agencies and the general public. This class is distinguished from Senior Real Property Specialist in that the latter provides lead direction to real property staff and/or advanced specialized expertise in real property issues that is applied to the administration and management of large, complex, and diverse projects or a focused area of responsibility.

Positions in the Real Property Specialist I and II series are flexibly staffed based on skill and experience. Advancement from the I level to the II level requires at least two (2) years of experience at the I level and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

**EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of routine to complex professional real property activities involved in real estate transactions (purchases, exchanges, easements, quitclaims, etc.). Assists in due diligence investigations when acquiring property (researching title, hiring consultants, pulling County records, site investigations and mapping).
- Assists other District Departments in all manners of real property related items.
- Negotiates and prepares purchase and lease documents, easements, quitclaims, permits and other similar documents relative to real property interests.
- Reviews and negotiates the purchase of easements and exchange agreements associated with land use and development of private lands.
- Conducts due diligence on properties being considered for purchase; prepares and presents acquisition reports to the Board of Directors including title research, zoning and development potential, code compliance and regulatory investigations.
- Collaborates with Land and Facilities Property Management staff to prepare leases and rental agreements for residential, grazing, agricultural or other tenants assumed as part of new land purchases.
- Participates in a variety of land purchase and planning activities and special projects as necessary.
- Assists the land protection program in researching title and real property related issues to help resolve encumbrance and encroachment issues.
- Resolves conflicts of interest arising from easement and encroachment issues to protect District property; negotiates settlements with property owner.
- Maintains and updates departmental record systems and specialized databases; enters and updates information with real property activity, inventory files, and report summaries; retrieves information from systems and specialized databases as required.
- Initiates and maintains communication with landowners, code enforcement officers, planning officials and other regulatory agency staff.
- Reviews California Environmental Quality Act compliance documents for land purchase and protection projects; negotiate remediation cost agreements; prepare and submit claims for reimbursement of acquisition costs to State agencies.
- Participates in the development and assists with the administration of the land protection budget; monitors and approves expenditures, recommend adjustments to the land protection budget as necessary.
- Establishes and maintains open communication with other District staff; coordinates activities and work cooperatively in a professional manner.
- Prepares routine correspondence, documents, and reports to assist real property transactions and land protection programs.
- Collaborates with management and District counsel to prepare drafts of purchase documents, easements, lease agreements and correspondence asserting property rights involving District owned properties and land.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on principles, practices, and new developments in assigned work area.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Real estate principles, practices and laws pertaining to the appraisal, negotiation, and disposition of land as well as the administration of land use, rental, and leasing agreements including property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Procedures and instruments of real estate law and property rights transactions.
- Practices and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Methods of describing real property.
- Basic principles of public agency real property matters.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Basic principles and practices of public agency budget development and administration.
- Techniques of contract administration.
- Principles and procedures of data collection, record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Plan, organize and coordinate real estate programs, projects, and activities, including appraisal and acquisition.
- Conduct accurate appraisal reviews on complex and large properties, including historical and agricultural properties.
- Analyze financial statements and pro forma statements.
- Understand and evaluate financial statements, evaluate appraisals, and market study data.
- Conduct negotiations with landowners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, the public and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Conduct effective visual and oral presentations utilizing presentation software and equipment.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Real Property Specialist I/II: Equivalent to a four (4) year degree from an accredited college or university with major course work in real estate, real estate law, business administration or a related field. Plus, the following for each level:

Real Property Specialist I: No experience is required. One (1) year of increasingly responsible experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust is highly desirable.

Real Property Specialist II: Two (2) years of professional experience in real estate that includes significant public contact, preferably with a public agency or land trust.

**Licenses and Certifications:**

- Possession of a valid California Driver’s License.
- Possession of an International Right of Way Association (IRWA) Right of Way Agent (RWA) Certification is desired but not required for the Real Property Specialist I; is required within eighteen (18) months of hire for the Real Property Specialist II.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect properties, including traversing steep uneven terrain; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in and walking between work areas may be required and property inspections in rugged rural settings are also required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds and to hike in steep rugged terrain.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field, occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, steep and rugged terrain, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: October 2023  
REVISED: N/A  
FLSA: Non-Exempt (I); Exempt (II)