

REAL ESTATE ADMINISTRATOR - 203

DEFINITION OF WORK

Under regular supervision, performs difficult professional work supervising the acquisition and disposition of real estate property for the City; does related work as required.

EXAMPLES OF WORK

Plans and organizes program objectives for the division; prepares appraisals and reviews appraisals made by others; oversees real estate acquisition program; leases City-owned property; rents private property for City uses; remains current on HUD guidelines for Community Development program; maintains cooperative relationships with other City departments, HUD and private organizations and developers; develops and supervises property marketing programs; negotiates property acquisition with property owners; prepares cost estimates and operating budgets; develops programs and recommendations for the governing body.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in business administration supplemented by special training in real estate marketing and considerable experience in the real estate field some of which is in a supervisory capacity.

Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of real estate management; thorough knowledge of acquisition and marketing techniques; ability to plan and carry out a comprehensive program of land acquisition and disposition under State and Federal guidelines; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with co-workers and the public.

