



# City of Tempe

## REAL ESTATE MANAGEMENT COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	104	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$70,447
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$95,104
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Engineering Associate+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

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### REPORTING RELATIONSHIPS

Receives general supervision from the Principal Planner or higher-level management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience in local government work involving real estate development and management, right of way, property acquisition and disposition, escrow or title work, real estate and eminent domain laws, real property appraisal review, including experience with relocation assistance utilizing Federal Guidelines, municipal codes, zoning, CIP projects, records review, including residential, commercial, and industrial properties.
<i>Education:</i>	The equivalent of a Bachelor’s degree from an accredited college or university. Course work in Land Management, Business Administration, Real Estate, Appraisal, Civil Engineering, or a degree related to the core functions of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver’s license.</li> <li>• Senior Right of Way Agent (SRWA) Certification from the International Right of Way Association (IRWA) Preferred.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To independently plan, organize,

and perform a variety of professional real estate work including complex residential, commercial and industrial property development, acquisitions, depositions and management whether by purchase and sale agreements, dedication, development agreement, lease or legal process, abandonment, review and analyze property appraisals; negotiate acceptable terms and compensation with property owners; and, manage the relocations process of occupants displaced by public projects. Prepares all City Council documentation to support the above.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Negotiate complex right-of-way and real estate transactions, including acquisition and deposition of commercial, industrial and residential properties; draft and analyze real estate documents, including but not limited to development agreements, request for proposals/qualifications, purchase and sale agreements, leases, easements, legal descriptions, escrow documents and title curative documents.
- Direct, oversee and participate in the development of a real estate work plan; schedule, research and prioritize City real estate projects; monitor work flow; monitor real estate consultants working on city projects;
- Negotiate, review and manage all aspects of professional consultant contracts for all real estate related services, including but not limited to engineering reports, appraisal reports, environmental site assessments, property surveys and demolitions;
- Meet with City officials, department representatives, developers, property owners and other governmental agencies to discuss and resolve real estate related issues and problems related thereto;
- Advise owners of project purpose and scope, impact to their property and their rights under Federal law, State law, City ordinances, and policies and procedures; and, interpret and explain engineering plans/drawings using non-technical language to property owners;
- Administer the procedures required for the acquisition of property by eminent domain and have an understanding of the condemnation process, to include recommending condemnation action when property negotiations have reached an impasse. Work closely with City legal staff to prepare pleadings/filings for eminent domain hearing(s) in court;
- Prepares all City Council documents for ordinances and resolutions required for all real estate related agreements, including property development, acquisitions, depositions, demolitions, easements and abandonments;
- Work with project managers and engineers to resolve property owner issues regarding property impacts (such as site solutions) due to the City project and private development;
- Manage all aspects of the relocation process, per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, for owners or tenants displaced by public projects, including negotiated settlements and all relocation related documents.

- Work with developers, property owners, attorneys, architects and engineers to facilitate the development of City-owned and private property.;
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; represent the City at regional project coordination meetings; attend City Council meetings for special project coordination or public hearings; provide testimony in court hearings and legal proceedings as necessary;
- Manage and administer the billing and collection process for real estate related agreements, including the review and adjustment of the real estate related fees and revenue structure as necessary.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Attend meetings
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective June 2015*