

CITY OF GLENDALE

TITLE: Property Agent	CLASS CODE: 787
REPORTS TO: Property Manager	GRADE: 24
DEPARTMENT: Engineering	FLSA: E
JOB SPECIFICATION DATE: July 1, 2005 bwg	

JOB SUMMARY

Performs property management work involving the acquisition, leasing, sale, abandonment, exchange of property, and the development and maintenance of a computerized real property inventory.

ESSENTIAL FUNCTIONS

1. Develops, gathers, and analyzes information, and maintains a database of current data on all city real properties.
2. Processes requests and determines validity of abandonment requests.
3. Conducts real estate transactions involving the acquisition, abandonment and management of city-owned real property.
4. Examines properties to be leased, establishes rental rates, and negotiates with prospective lessees.
5. Conducts research and analysis on real estate transactions.
6. Prepares summaries, Council Communications, reports, and legal specifications for administrative and council review.
7. Determines the location of needed property or easements.
8. Reviews title reports, deeds, and other real property documents for accuracy.
9. Reads, interprets, and writes basic legal descriptions.

SECONDARY FUNCTIONS

10. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, practices, and legal procedures of real property acquisition and disposal, and the estimation of prevailing real estate values
Annexation and abandonment laws and procedures
Legal and real estate terminology and the process, procedures, and documentation required in real property transfers
Environmental assessments

Ability to:

Design and operate computerized data entry and retrieval systems
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 real property 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

Two years (60 credit hours) of college level course work in real estate related courses, or related field, supplemented by related computer courses, and three years experience in non-residential real estate matters including acquisitions, or right-of-way work dealing with a public agency or utility company.

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

SPECIAL REQUIREMENTS

Possession of a valid Arizona driver's license

May be required to work evenings