

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 222

REAL PROPERTY MANAGER

GENERAL

Related to real property acquisition, maintenance, inventory management, disposition, re-use and redevelopment, including reporting revenues from leases, sales, dispositions and related costs.

EXAMPLES OF ESSENTIAL DUTIES

- Work with City staff and other professionals to develop and implement standard operating procedures (“SOPs”), strategies and systems related to real property acquisition, inventory management, disposition, re-use and redevelopment, including reporting revenues from leases, sales, dispositions and related costs.
- Serve as liaison in real property acquisition via donation, the escheat process, negotiated purchase/sales, delinquent tax/foreclosure sales and litigation settlements, including related activities such researching encumbrances, clearing title and obtaining appraisals.
- Responsible for overseeing comprehensive maintenance and management of real properties owned.
- Serve as liaison to develop and implement software system(s) and SOPs to maximize real property assets to include inventory/cost/revenue tracking, maintenance and GIS mapping.
- Works with City’s collections specialist and City staff to identify opportunities for acquisitions.
- Respond to all complaints and inquiries regarding real properties owned.
- Work with City staff and other professionals to formulate alternative best re-use and redevelopment strategies for existing real property assets, proposed acquisitions and development goals.
- Coordinate notices for bids with the City Clerk’s Office.
- Coordinate solicitations for real property related professional services, as directed by City staff. Coordinate development of real property agenda items and presentation of items at City Commission meetings for consideration.
- Serve as City liaison in all disposition and marketing related matters.
- Work with City staff to develop a page or pages on the City’s website that provides information on real property/surplus inventory and formal solicitation notices.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws, ordinances, and other regulations, principles, guidelines and procedures related to City real property acquisition, management, disposition and surplus; the escheat process; public auctions for delinquent tax/foreclosure actions; tenant/business relocation/eviction and lease/contract negotiation
- Knowledge of current real property management and real estate trends and innovations

- Knowledge of software and office equipment, including, but not limited to Word/Excel/Power Point applications, GIS mapping and real property inventory management
- Skill in creative problem solving, conflict resolution and strong verbal, written and interpersonal skills
- Skill in strategic/critical thinking and organization/time management
- Skill in computers and applicable software
- Ability to communicate and coordinate activities clearly and effectively, both orally and in writing
- Ability to serve as City liaison for various project groups and task forces
- Ability to Interpret and explain City policies and procedures relative to real property issues
- Ability to develop and implement comprehensive standard operating procedures for all aspects of real property acquisition, management, marketing and disposition
- Ability to prepare clear and concise reports and also review/critique significant reports and documents
- Ability to identify and organize key decision makers to accomplish goals and objectives
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university with major course work in Business Administration, Public Administration, Real Estate or relevant field and five years of management in the public or private real estate industry. Experience working with a governmental entity in real property issues is preferred. An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 01/18

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Finance Department

GERS: Regular: Regular Class