

CLASS SPECIFICATION FOR
Assistant Director of Real Property

GENERAL STATEMENT OF DUTIES: Performs a variety of duties involving the acquisition and disposal of properties as they relate to the legal, engineering and appraising fields; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is highly specialized real estate work including considerable public contact. The incumbent demonstrates a knowledge of the County's geography and the ability to exercise judgment in dealing with the public and designers/engineers. Supervision may be exercised over Real Property Agents I and II and clerical staff. General supervision and direction are received from the Director of Real Property. This class serves in the absence of the Director of Real Property.

EXAMPLES OF WORK (illustrative only):

- Serves as senior worker and team leader on large and complex projects;
- Performs accurate and complete title searches in determining legal ownership of properties;
- Draws legally acceptable deeds, easements, leases, and agreements;
- Arranges for the final closing and settlement of acquisitions and sales of properties and easements;
- Reviews and processes requests for the legal vacation of streets, alleys, and easements and for the abandonment of roads;
- Advises designers/engineers of the effects of the facility on the property;
- Writes ordinances and resolutions in the form of a board paper for the Board of Supervisors' consideration;
- Consults with and advises engineers in the preparation of accurate plats and plans;
- Explains to property owners the overall effects of the project in regard to their property;
- Appraises properties with improvements, if any, and rights to be acquired for acquisition and disposal;
- Appears in court to provide expert testimony;
- Meets with property owners to acquire at a fair price properties required from usually unwilling sellers and yet maintains good public relations,
- Handles the complete negotiations for the sale of surplus County property;
- Provides relocation assistance to property owners whose homes are displaced by public improvement projects;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of real estate appraisals, transactions and procedures in the sale and acquisition of properties; extensive knowledge of and the ability to interpret complex plans and plats; considerable knowledge of laws relating to the acquisition and disposal of properties; considerable knowledge of surveying principles; ability to appraise real estate and improvements and to assess damages thereto, if any, incurred by construction projects; ability to deal effectively with the public; ability to work with and to supervise effectively subordinate personnel.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree that includes coursework in business administration, civil engineering, real estate or a related field and five (5) years of real estate right-of-way experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.