



Career Service Authority

Senior Real Estate Agent

Page 1 of 6

GENERAL STATEMENT OF CLASS DUTIES

Performs specialized real estate consulting and project development and/or management work including the acquisition, disposition, sale, and leasing of property from inception to completion.

DISTINGUISHING CHARACTERISTICS

The Senior Real Estate Agent performs specialized real estate consulting and project development and/or management and conducts the more financially significant and sensitive/difficult property transactions. This class is distinguished from a Real Estate Agent that researches, negotiates, and concludes a variety of transactions for the acquisition, sale, disposition, and lease of real property and performs project development and/or management work on moderately difficult projects. The Senior Real Estate Agent is distinguished from the Stapleton Redevelopment Programs Manager that manages the Stapleton Redevelopment Office which includes performing project management, managing redevelopment projects, land transfers, and land development, and supervising project staff. The Senior Real Estate Agent is distinguished from the Financial Management Specialist that designs and directs the implementation of complex projects which affect the execution of city-wide financial management policies and practices and/or directs the implementation and ongoing execution of a centralized city-wide financial management function(s).

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

ESSENTIAL DUTIES

Performs project management and/or development work involved in acquiring space/property including budget and contract administration, negotiation of cost, and supervision of contractors/consultants.

Directs the operation of land matters including appraising, negotiating for, purchasing, and disposing of (real) property and preparing and executing the necessary documents for such actions and the maintenance of land records and files.

Analyzes the city's current real estate holdings to optimize the city's real estate portfolio and makes recommendations for upgrades, rehabilitation, re-use, or disposal based on analysis.

Conducts the more financially significant and sensitive/difficult property purchases or leases and negotiations with the property owner and/or the owner's representative.

Analyzes real estate and development patterns, plans and forecasts space/property needs, and develops master plans for future development of city facilities and property needs.

Provides strategic planning, advice, and recommendations to policy and decision makers related to the use of city land/space policies and requirements.

Performs market analysis in the sale, acquisition, and leasing of real property and reviews completed appraisals for compliance with city, industry, and legal requirements.

Consults with department representatives to assist and recommend solutions of complex property problems.

Makes presentations on projects to decision making and legislative bodies, administrative officers, neighborhood groups, and/or other stakeholders.

Receives requests from city agencies for the lease of office space, storage space, or other sites; discusses space and budgetary requirements with agency personnel; researches records to determine if city-owned space is available, if not, locates space; negotiates leasing rates, terms, and conditions, and works with legal department on the contract.

Monitors expiration of leases, contacts leasing agency prior to expiration of lease to discuss renewal of lease, renegotiates lease if required, and responds to complaints regarding the terms and conditions of leased facility(s).

Consults with attorneys, engineers, and other experts regarding the acquisition and management of real property easements and other property rights, negotiates and acquires land for major right-of-way projects and other land needed for public use, and acquires easements, permits, and other property rights.

Coordinates effort to bring stakeholders together who have opposing views and interests in order to successfully complete projects.

By position, develops, manages, and markets complex and/or special business projects and programs to expand, recruit, retain, and target new compatible businesses.

By position, performs business recruitment, expansion, and retention assignments related to site location and permitting.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Mathematics - Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Interpersonal Relationship and Service Orientation - Demonstrated competency in working with a wide range of government departments with diverse business needs, interests, expectations, and requirements.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information including technical material that is appropriate for the intended audience.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements, determines short- or long-term goals and strategies to achieve them,

coordinates with other organizations or parts of the organization to accomplish goals, and monitors progress and evaluates outcomes.

Conflict Management - Manages and resolves conflicts, grievance, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Problem Solving - Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Leadership - Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Flexibility - Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

Creative Thinking - Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Real Estate - Knowledge of real estate principles, practices, markets, and values.

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of financial analysis and research techniques sufficient to be able to determine what information is needed and secure, analyzes desired information, and integrate research into reports and/or databases.

Knowledge of land management practices sufficient to be able to assess and evaluate physical characteristics and utility of real property

Knowledge real estate practices sufficient to be able to conduct in-the-field site assessments of real, vacant, and improved properties including understanding boundary, utility, alta, and topographic surveys.

Knowledge and application in negotiations of real estate contract law sufficient to be able to propose settlements that require this knowledge, as well as what is acceptable in Government Real Estate.

Knowledge of budgeting practices and requirements sufficient to be able to administer capital and/or operating budgets.

Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public.

Skills in evaluating and developing recommendations on the suitability of current and proposed sites and facilities (development knowledge).

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Education Requirement:

Baccalaureate Degree in Public Administration, Business Administration, Political Science, Real Estate, or a related field.

Experience Requirement:

Three years of professional level real estate experience performing development management, and negotiating and concluding sales, purchases, and commercial and/or industrial leasing transactions in a private and/or municipal setting, applying real estate contract law concepts.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 12/16/2004

REVISED DATE:

REVISED BY: Patricia Anderson
Earline Hill

CLASS HISTORY This is a new class.