



REAL PROPERTY MANAGEMENT SPECIALIST 2

Department: Facilities Management
Job Class #: 402600
Pay Range: Professional 08

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: As the chief Real Property Specialist, acts as project manager handling all functions of property acquisition, management, and disposal for Pierce County's Real Property Management Division. An employee in this classification is responsible for all phases of commercial property sale and management. Responsibilities range from independently researching real property acquisition opportunities to negotiating competitive property disposal sales. An incumbent in this position is responsible for providing seasoned commercial property management experience including knowledge, creativity, judgment, and professionalism. Specific duties include researching location and availability of potential real property to be purchased or leased; negotiating lease agreements between the County and various landlords/tenants; marketing County-owned properties for disposal through lease or sale; developing purchase and sales agreements in coordination with legal counsel; attending to due diligence issues including reviewing title reports, escrow documents, and environmental surveys related to purchase and sales. Work also includes maintaining real property inventory; administering contracts, forestry services contracts and grants; real property market analysis and marketing plan development; conducting property sales and auctions; and preparing finalized reports and documents upon the sale of properties. Work involves research and analysis of legal property descriptions, contacting and working with various County departments, public agencies, and private property owners. Incumbents work independently and under the general direction of an administrative supervisor and work is reviewed through observations, conferences and reports.

ESSENTIAL FUNCTIONS:

- Administers all phases of the Real Property responsibilities for the Division.
- Researches and maintains up-to-date knowledge on commercial real estate market.
- Advises management on current and future real property trends.
- Keeps management informed of current project status and potential projects.
- Independently negotiates competitive sales of surplus properties.
- Continuously assess current inventory to determine and recommend highest and best use of county real property assets.
- Conducts market research and negotiations related to new lease agreements.
- Coordinates with Director, Real Property Manager, and appropriate external department contacts in conducting market analysis and marketing plans for disposal of County-owned real property.
- Analyzes title reports, contracts, judgments, court records, and other documents to determine legal status and effect upon title. Verifies titles and records of deeds, easements and permits. Researches RCW's, WAC's and local regulations and code for compliance in the acquisition, sale, and lease and management of real property.
- Develops purchase and sales agreements in coordination with legal counsel. Coordinates due diligence process including review of title reports, environmental surveys and escrow documents; ensures timelines are clearly developed and adhered to in the due diligence process.
- Coordinates real estate closing process with escrow agencies in compliance with accepted business practices.

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ESSENTIAL FUNCTIONS: (continued)

- Coordinates and reviews appraisals with qualified certified appraisers' ensures appraisals are in compliance with applicable federal, state and local laws and policies. Evaluates and makes recommendations on the value of properties.
- Develops lease documents, market assessments, and works with upper management on other property management needs.
- Markets and promotes forestry management program to other County departments having custody of real property with potential timber value. Updates and reports to department Directors, Executive and Council regarding status of timber projects.
- Conducts field assessments of properties and coordinates property cleanups when necessary.
- Conducts research of property legal descriptions; reviews property maps and assessment records; and determines minimum bid values for real property sales and auctions.
- Analyzes and maintains real property inventory database.
- Reviews property information with city, county, and state agencies, contacts interested parties regarding the status of County owned property, and makes recommendations on the disposition of real property.
- Prepares County ordinances for authorization of sale of real properties and presents ordinances to County Council. Reviews ordinances and property list with Real Property Manager, County Attorney, and with other interested parties.
- Responds to questions regarding County properties, sale of property and other related issues or complaints from the general public.
- Maintain regular and predictable attendance during regularly scheduled work hours.

OTHER JOB FUNCTIONS:

- Performs other related tasks as necessary.

KNOWLEDGE, SKILL AND ABILITIES:

- Considerable knowledge of real property principles and practices, title and appraisal work, property transactions, legal descriptions, and real estate terminology.
- Considerable knowledge of various County codes and ordinances, state RCW's, WAC's and other related regulations related to real property.
- Knowledge of real estate escrow, title processing, and property assessment and valuation.
- Knowledge of office practices, procedures and accounting techniques, and principles.
- Knowledge and understanding of the related functions within the Assessor's Office and Auditor's Office such as segregations, strike off's, forfeitures, excise tax and ULID's.
- Knowledge of property sales, auctioning, and bid processes.
- Ability to develop and maintain record, files and related reports.
- Ability to conduct research and analysis of legal descriptions, maps, deeds, and property ownership documents.
- Ability to read, write, and understand legal descriptions, RCW's, WAC's, and other property regulations.
- Ability to prepare legal documents such as ordinances, deeds, title transfers, escrow documents, and formal bid specifications.
- Ability to operate computer, calculator, and related equipment.
- Ability to utilize a variety of computer software applications related to office and property management.

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KNOWLEDGE, SKILL AND ABILITIES: (continued)

- Ability to communicate effectively both orally and in writing and convey information in a clear and concise manner.
- Ability to maintain effective work relationships with multiple county departments, agencies, public and private officials, and the general public.
- Ability to effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS:

Bachelor's degree in business or public administration or related field such as land management or property management. Two or more years of progressively responsible experience in real property management, property sales, and lease negotiations or related work experience dealing with property transaction. Additional education or related experience may substitute for the recruitment requirements.