

## **CLASS TITLE: ASSET MANAGER AND VALUATION ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction manages a section performing professional work in coordinating and disposing of a high volume real estate portfolio; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises subordinates in duties concerned with the management of a high volume real estate portfolio
- Meets with developers to review construction drawings, schedules
- Negotiates contracts and payment with developers
- Administers programming project objectives, research activities, and related activities
- Conducts the more difficult technical aspects of the planning program
- Analyzes data, designs basic portions of the master plan or program and makes recommendations for revisions
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation
- Prepares outlines of data desired and supervises compilation and statistical analysis of data
- Meets with Neighborhood Associations to develop strategies for improving property values
- Prepares detailed plans and graphic and written presentations
- Supervises the maintenance of various records, reports, and files
- Participates in the department budget planning process
- Must report to work on a regular and timely basis

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, urban planning, or one of the social sciences with an emphasis on land use planning, urban design, economic development, real estate, or a closely related field; and five (5) years of experience or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis, real estate marketing, development, finance and valuation, and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economics, municipal finance, and sociology as applied to city planning; considerable knowledge of real estate laws and GIS systems; considerable knowledge of economic, social, and/or physical needs of an urban community; good knowledge of civil engineering and physical design as applied to city planning; and good knowledge of public administration. Ability to analyze and forecast economic, social, and physical problems of the community and to formulate effective solutions; ability to carry assignments to completion through the formulation of creative solutions; ability to analyze and systematically compile technical and statistical information, and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to supervise and train assigned personnel; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and Real Estate License is preferred.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and may be required to attend public meetings and hearing outside normal office hours in some positions.

**Class Code: 1046**

**EEO Code: E-02**

**Pay Grade: EX-44**

**Group: Engineering, Planning and Technical**

**Series: Planning**

**Effective date: July 1, 2000**