

CLASS TITLE: CHIEF REAL ESTATE AGENT

PURPOSE OF THE CLASSIFICATION: Under general supervision supervises and participates in the acquisition of property and right-of-way and easements for Public Works projects and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises the work of subordinate real estate agents in the purchase and securing of property, rights-of-way and easements for a broad variety of public works projects
- Conducts abstract and title searches for ownership
- Coordinates the appraisal of property
- Coordinates the securing of required licenses and permits
- Recommends payment to property owners
- Prepares reports of expenditures, closing, and condemnation documents and legal descriptions
- Maintains right-of-way purchase schedules
- Ensures compliance to procedures for purchase of property, right-of-way and easements for the maintenance of the program
- Prepares, reviews and administers bid and contract documents to acquire property for the construction of public improvement to the City's infrastructure
- Monitors and analyzes contracts to determine compliance with specifications of Public Works project requirements
- Monitors and analyzes contracts for compliance with various federal, state and local regulations, laws and ordinances
- Prepares and processes contract change orders and amendments while ensuring compliance with all requirements
- Coordinates contract addendum, notifying all parties prior to closing of bids and real estate transactions
- Coordinates with design and inspection personnel on all matters relating to real estate transactions and contract procedures
- 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 or public administration or a related field, and three (3) years of experience in the acquisition of rights-of-way, easements and/or real estate work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of real estate title work, ownership determination, and legal descriptions; considerable knowledge of local, state and federal real estate laws concerning rights-of-way and the rights of property owners; considerable knowledge of real estate contracts, appraisals and methods of negotiation; considerable knowledge of consultant contract management principles and practices; and considerable knowledge of local property values. Ability to conduct extensive research into legal real estate documents; ability to communicate effectively both verbally and in writing; ability to supervise the work of others; 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 finger dexterity enough to use a telephone; frequent lifting and carrying up to five pounds with occasional pulling up to five pounds; subject to walking, standing, sitting, reaching, balancing, bending, climbing 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.

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WORKING ENVIRONMENT: Working environment is indoors in an office, outdoors and in inclement weather and requires daily travel to various locations for property research, site visits and negotiations.

Class Code: 2021

EEO Code: E-01

Pay Code: EX-36

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective date: March 5, 2008