



CLASS SPECIFICATION

Class Code: 16025
Date Est: 3/2007
Last Rev:
Last Title Chg:
FLSA: Exempt

LAND ACQUISITION MANAGER

DEFINITION

Under general direction, manage, plan, oversee, and coordinate the Truckee River Flood Project's Property Acquisition and Land Management Program to include: tenant relocation, negotiating for the purchase of land, maintenance and lease agreements, contracts and other documents related to real property, and establish market value of real property; oversee and coordinate the Property Program of the departmental budget; and perform related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Ten years of commercial property management experience involved in lease negotiation, property appraisal, contract negotiation and development, and real property acquisition; OR a bachelor's degree from an accredited college or university with a major in business administration, real estate or a closely related field and six years of progressively responsible experience in appraisal and acquisition of real property; OR equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license.

SUPERVISION EXERCISED

Exercises supervision over technical and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage, coordinate, and oversee the Truckee River Flood Project's property acquisition program in accordance with applicable federal, state, county, and local laws and requirements; research, coordinate, and administer interests in real property such as relocation considerations, easements, right of way, zoning and other impacting conditions; refine land acquisition list, prioritize properties and identify water rights.

Research, collect, and determine the value of factors encompassing location, flood storage potential, size, age, utility and marketability of current market prices; establish market value of real property under consideration and conduct feasibility studies; evaluate independent appraisals and review work of appraisals conducted under federal rule; research title and water rights, make offers, develop and monitor escrow requirements and processes, and perform due diligence reviews.

Prepare documents, agreements, and contracts with officials and representative of governmental agencies, private attorneys, property owners, agents and representatives; prepare legal documents, agreements and deeds; conduct complex analysis and prepare comprehensive, detailed reports detailing findings and recommendations to address administrative issues and improve services, functions and programs of the Flood Projects Property Acquisition and Management Program.

Coordinate contracts and other documents such as forms, contracts etc. with Risk Management, Finance, the District Attorney's Office, and the U.S. Army Corps of Engineers to ensure compliance with all safety, financial and legal requirements.

Manage, coordinate, and oversee the Flood Project's tenant relocation program in accordance with applicable federal, state, county, and local laws and requirements; approve payments of relocation benefits; develop and implement relocation policies, tenant outreach, education, and counseling procedures, claims and payment forms, and appeal procedures.

Maintain a central location for protecting, indexing, and storage of critical real estate records; initiate and maintain a variety of resource materials, files, and records, both computerized and manual; maintain accurate records of the fiscal aspects of the Flood Property Program administration and activities to include: status of accounts, transactions, expenditures and inventory; crediting and compliance-related documentation filed with the Corps of Engineers and other local sponsors on property-related matters.

Oversee and coordinate the budget accounts for the Flood Property Program; make recommendations for expenditures, including coordination of fiscal management and administrative accounting systems; assist with the preparation of the department's annual budget in accordance with County guidelines; conduct statistical forecasting and reconciliation of funds and audits of fiscal records; maintain control of files on work in progress, track expenditures, and develop audit files.

Develop, select, implement, and monitor performance of professional service agreements for outside consultants to support the real property activities of the Flood Property Program including, but not limited to: property acquisition consultants; real estate professionals; recreational, environmental, cultural resource and other planners and engineers; land and water right surveyors; property maintenance repair contractors.

Plan, develop, implement, and manage the Flood Property Program's property management activities; develop strategies, goals, policies and procedures to achieve the optimum benefit for real property purchased by the Flood Project; develop interim and long-term land and facilities management plans through the stages of implementation of the Flood Project; meet with representatives of local sponsors and others to define space needs, determine suitability of Flood Project's property for interim and long-term needs during the implementation of the Flood Project; and participate in space planning activities, such as electrical, telephone, data lines, build-out, office furnishings.

Prepare and administer lease, maintenance agreements, contracts including periodic verification and reconciliation of fees and charges and satisfaction of all terms and conditions such as monitoring and overseeing all maintenance agreements and leases to ensure timely payments of rents and fees and that all terms and conditions are met.

Implement, schedule, and manage monthly meetings of the Real Estate Project Delivery Team with the US Army Corps of Engineers and local sponsors of the Flood Project to manage all real estate and relocation issues throughout the process of implementation of the Flood Project in accordance with all applicable federal, state, and local laws and requirements.

Represent the Flood Program Property Program before governmental bodies and other groups including, but not limited to: the Flood Project Coordinating Committee, the Board of County Commissioners, the City Councils, the Technical Advisory Group, the Working Group, and other interested groups, both public and private to present proposals, answer questions and obtain authorization, as necessary and appropriate depending on the group.

Analyze existing legislation and prepare recommendations for changes in legislation relating to real property procurement, acquisition, management, donation, exchange, disposal and leases.; assist in the preparation of ordinances and drafting of legislation;

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on the job injury.

May perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of general management, supervision, and training.

Practices, policies, and procedures involved with the procurement, acquisition, donation, exchange, disposal and lease of real property and applicability of relocation assistance.

Organizational functions and financing of federal, state, and local programs.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to the property program of the Flood Project.

Budget development and control techniques.

Methods and principles of program planning, data collection, analysis, evaluation techniques, and problem solving.

Regional planning policies related to the Washoe County Development Code, Comprehensive Plan, Area Plans, and Capital Improvement Programs.

Computer software specific to project management and flood management planning resources.

English Language: knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Principles and practices of planning and project management and project review.

Ability to:

Supervise, train and evaluate the performance of assigned staff.

Negotiate with client departments, property owners, agents, and representatives.

Plan, coordinate, and direct the operations of the Flood Project's Property Acquisition and Management Program to achieve goals and objectives and optimize efficiency.

Interpret and apply policies and procedures, laws, and regulations affecting real property.

Apply critical thinking techniques by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Apply judgment and make decisions considering the relative costs and benefits of potential actions to choose the most appropriate course of action.

Research market values and perform cost analysis.

Research and compile data and make presentations.

Evaluate, develop, and implement effective policies and procedures related to real property appraisals.

Conduct contract negotiations.

Design long-range flood property plans and studies.

Prepare and present complex technical information to a public audience specific to the Truckee River Flood Management Project.

Draft local, state, and federal ordinance or policy changes relating to real property procurement and acquisition.

Maintain effective working relationships with the general public, agency staff, elected and appointed officials, developers, and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.