

**MAJOR FUNCTIONS**

This is professional and supervisory work in the appraisal of real and appurtenant personal property and acquisition of property, right of way, perpetual and construction easements. Incumbent serves as the Supervisor of Right of Way Acquisition and chief negotiator for the Real Estate Division; facilitates Capital Project real estate acquisitions and tracks projects' progress to completion. Work is performed under the general supervision of the Real Estate Manager and is reviewed through conferences, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists the Real Estate Manager in managing the division. Plans, assigns and schedules the work of subordinates assigned to the acquisition section. Consults with and directs ROW agents of projects/parcels appraisals and negotiation settlements and agreements. Makes personal contact with property owners and/or their representatives. Negotiates right of way easement acquisitions. Performs ownership research on properties for roadway and utilities rights of way acquisition documents. Prepares right of way cost estimates for projects. Performs and reviews appraisals for right of way acquisitions. Assists with pre-negotiation conferences, pre-litigation and pre-construction conferences. Reviews appraisals for all acquisitions except federally funded projects which are handled by City Attorney. Selects independent, outside appraisers and negotiates appraisal contracts and fees for City work. Performs site searches. Prepares information for condemnation suits. Prepares right of way status reports. Formulates right of way policies and procedures. Records and indexes right of ways. Performs street paving assessment polls. Prepares documentation for street maintenance claims. Makes effective recommendations concerning the promotion, hire, transfer, grievance resolution, discipline or dismissal of assigned staff. Evaluates subordinate personnel performance and recommends the approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices pertaining to real estate law in the State of Florida. Considerable knowledge of federal, state and local laws concerning real estate. Ability to interpret plans and drawings. Ability to prepare real estate appraisals. Ability to read and interpret property survey descriptions. Ability to abstract property records. Ability to plan, assign and direct the work of subordinate personnel. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, orally and in writing. Ability to operate a microcomputer and the associated programs and applications necessary for successful job performance .

**Minimum Training and Experience**

Possession of a bachelor's degree and two years of experience in the supervision of governmental acquisition or appraisal real estate programs, or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must be currently licensed as a real estate broker by the Florida Real Estate Commission.

Must possess a valid Class E State driver's license at the time of appointment.

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