



CITY OF ORANGE
 Human Resources Department
 300 E. Chapman Avenue
 Orange, CA 92866
 (714) 744-7255

<http://agency.governmentjobs.com/orange>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Real Property Agent**

SALARY

\$88,788.00 - \$113,856.00 Annually

OPENING DATE: 12/09/21

CLOSING DATE: Continuous

JOIN THE CITY OF ORANGE AS A REAL PROPERTY AGENT!



IMPORTANT RECRUITMENT INFORMATION:

**This recruitment will remain open until the position is filled.
 The first review of applications is tentatively scheduled for Thursday, March 3, 2022.
 Apply today!**

DEFINITION OF THE POSITION

Under general direction, the Real Property Agent plans, organizes, coordinates, and administers the City's real property management program; represents the City in all matters relating to real property activities, including escrows, abandonment, rights-of-way, acquisition negotiations, easements, leases, real property management, eminent domain, and related litigation; negotiates and manages real estate acquisitions and leases of City-owned property; provides complex and responsible support to the Assistant Public Works Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Public Works Director. May exercise technical and functional direction over assigned technical and office support staff.

CLASSIFICATION CHARACTERISTICS

This is a single-position classification that coordinates the City's real property management activities. Incumbents are expected to independently perform the full range of property management and program coordination duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Assistant Public Works Director in that the latter has overall responsibility for all engineering, capital improvement, and development functions, as well as implementing and interpreting public policy.

EXAMPLES OF DUTIES

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Participates in the negotiation of and reviews contracts for the purchase or lease of real property, and monitors the performance of these agreements.

Administers consultant contracts for property management, appraisals, relocation, legal description, and related real property activities.

Prepares and processes reports and records, including legal property descriptions, escrows, consultant contracts, legal documents, purchase orders, reports concerning property rights, project schedules and documents needing to be notarized.

May be involved in the development of simple engineering plans for street improvement and the plan checking of development projects.

Orders title and escrow reports; researches rights-of-way and other property rights; reviews property tax bills for payment.

Processes cellular tower applications and contracts.

Conducts or attends meetings regarding the review of requests for land acquisition or abandonment; coordinates relocation assistance.

Receives, reviews and processes various reports and records including property appraisal reports, legal property descriptions, escrows, title reports, consultant contracts, legal documents, construction plans and purchase orders.

Serves as a liaison for the assigned function to other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees and task forces, as necessary; negotiates and resolves significant and controversial issues.

Provides highly complex staff assistance to the Assistant Public Works Director; develops and reviews staff reports related to assigned activities and services; presents reports to various commissions, committees, and boards.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of real property management; researches emerging products and enhancements and their applicability to City needs.

Monitors changes in regulations that may affect operations; implements policy and procedural changes after approval.

Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Performs other duties as assigned.

TYPICAL QUALIFICATIONS

Knowledge of:

Principles and practices of real property law, real estate and property leasing contracts, land acquisition and disposition for public purposes, real estate negotiations, property management, and appraisal.

Applicable Federal, State, and local laws, codes, and regulations.

Principles and practices of contract administration and evaluation.

Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

Manage and monitor complex projects, on-time and within budget.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Establish and maintain a variety of filing, record-keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to completion of the twelfth (12th) grade.

Three (3) years of full-time recent responsible work experience in real property management, escrow, title insurance, contract administration, or a related field.

A four-year degree in real estate, business administration, public administration, civil engineering, or a related field is highly desirable.

Licenses and Certifications:

Valid California class C driver license with satisfactory driving record and automobile insurance.

Possession of, or ability to obtain, a valid certification as a Notary Public.

SUPPLEMENTAL INFORMATION**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City real property and possible acquisitions, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

Working Conditions:

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Environmental Elements:

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Disaster Service Worker:

All employees of the City of Orange are designated by both State law and City ordinance to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

City Mission, Vision, and Values:

Incumbents in all City positions are expected to exhibit the behavior characteristics reflected in the City's Mission, Vision, and Values statements in the performance of their duties: The City of Orange is committed to excellent service for our residents, businesses, and visitors. As an organization, the City of Orange is the leader in delivering the highest level of service to meet current and future needs of the community. The City's values include Teamwork, Integrity, and Excellence.

Real Property Agent Supplemental Questionnaire

- * 1. Have you listed all periods of employment for at least the past 10 years on your application? (List separately the positions held, including different positions held with the same employer. This includes all employment with the City of Orange, if applicable.)
 Yes No
- * 2. Please indicate the highest level of formal education you have completed:
 High School Diploma or equivalent
 Technical or Vocational Certificate
 Some College - Between 1 and 12 units
 Some College - Between 13 and 24 units
 Some College - Between 25 and 60 units
 Some College - 60 plus units without a Degree
 Associate's Degree
 Bachelor's Degree
 Master's Degree or higher
 None of the above
- * 3. This position requires the possession and maintainance of a valid California Class C Driver License with satisfactory driving record and proof of acceptable automobile insurance at the time of hire and through employment in the position. Can you meet this requirement?
 Yes No
- * 4. Do you possess a four-year degree in real estate, business administration, public administration, civil engineering, or a related field?
 Yes No
- * 5. Do you have three (3) years of full-time recent responsible work experience in real property management, escrow, title insurance, contract administration, or a related field?
 Yes No
- * 6. Do you have similar work experience with a city or public agency?
 Yes No
- * 7. Do you currently possess a Notary Public certification?
 Yes
 No
- * Required Question