

Market Range Detail - Real Property Supervisor

Effective Date

June 8, 2016

Market Range Title Description

Positions in this market range title are responsible for the oversight and daily supervision of the operations of one of the following Public Works Real Estate Division branches: Land Acquisition, Property Management, or Property Engineering/Titles and Right of Way. Incumbents work independently under the direction of the Real Property Manager. Work is accomplished through a staff of Public Works Chief Appraiser, Engineering Specialist, Engineering Technician, and Real Property Specialist positions depending on assigned branch. Incumbents have full supervisory responsibility for staff including developing performance plans, monitoring and evaluating performance, coaching/counseling, interviewing and hiring new staff, training staff and determining work priorities.

Job duties vary based on branch assignment:

Land Acquisition Branch Assignment

Job duties include: overseeing the acquisition process on all Public Works land and right of way acquisitions to include ensuring that the correct resources are involved in the project, schedules and budgets are met, and directing acquisition through negotiations phases and condemnation action; reviewing and approving right of way documents for the Board of Supervisors, warrant requests, condemnation actions and settlements; coordinating branch activities with project schedules; providing real estate acquisition expertise to project managers, engineers, development services, county departments, and outside agencies to resolve complex issues and concerns.

Property Management Branch Assignment

Job duties include: overseeing the real property acquisition and disposition program for the Flood Control District including leasing, sales, and easements; assigning, reviewing, and approving all appraisals for the District; overseeing the acquisition of land for the District including the generation of revenues ranging up to \$8,000,000 annually through leasing and sales of property rights; monitoring and assisting in the development of portions of the division budget; assisting in the selection of relocation agents, attorneys, appraiser, and title companies; selecting all fee appraisers for the District including discussing requirements, negotiating fees, and approving all finished appraisals; negotiating and closing complex transactions; initiating action to proceed with eminent domain if an impasse is reached; serving as an expert witness in court when required; reviewing and approving billings of outside contractors; authoring complex commercial lease documents, estoppels certificates, consent to easements, escrow documents, subordination, and adornments.

Property Engineering Branch Assignment

Job duties include: directing the activities of the branch providing technical services towards the acquisition of real property for the legal right of way to construct Maricopa County roads and Flood Control District facilities; performing land surveyor functions; reviewing project design plans to ensure the proposed right of way is adequately defined to allow the branch to design the right of way and to prepare the technical legal descriptions for the acquisitions of right of way; managing title services and on-call professional land surveying contracts; writing scope of work for land survey assignments; reviewing and providing feedback on engineering project construction plan submittals and special use permit applications; reviewing and approving billings of outside contractors; monitoring and maintaining the branch budget.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$31.00	\$37.40	\$43.80

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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Likely Minimum Qualifications

- Bachelor's degree in Real Estate, Business Administration, Public Administration, Civil Engineering or field related to area of assignment
- Three years of experience related to the technical area of assignment
- Depending on branch assignment, technical certifications may be required
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Land Acquisition Branch Manager
- Property Branch Manager
- Titles and ROW Branch Manager

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