

Market Range Detail - Real Estate Manager (County)

Effective Date

July 3, 2006

Market Range Title Description

Under the direction of the Assistant County Manager/Chief Financial Officer, this position is responsible for the management and direction of the County's Real Estate Services function in the negotiation, processing and review of real estate acquisitions, revenue and acquisition leasing, surplus sales, and Intergovernmental Agreements for local government agencies. The Real Estate Manager is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to real estate management in support of the department's mission. Additional responsibilities include: leading negotiations with owners, brokers or County users to select space and create lease contracts; leading negotiations for the acquisition of real estate with private and public landowners; preparing purchase contracts and documents; overseeing relocation assistance services for displaced landowners and tenants; ensuring existing contracts are maintained; enforcing stipulations and resolving disputes; leading the negotiations, creation, maintenance and implementation of intergovernmental agreements; ensuring that information derived from GIS systems, land surveys, and constructions plans is accurately interpreted by staff; overseeing the submittal, audit, review and documentation of payments required for acquisitions and services; providing support to the County Attorney's office for the litigation of condemnation cases; providing testimony and information at Board of Supervisor Meetings, Executive Sessions, Public Meetings, judicial proceedings and Facility Review Committee Meetings regarding county real estate issues; leading special research studies and projects; managing subordinate staff; directing the preparation and approval of the division's budget; overseeing all division personnel actions and issues. The Real Estate Manager – County is assigned to the Department of Finance and reports to the Assistant County Manager/Chief Financial Officer.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$39.58	\$49.53	\$59.47

Likely Minimum Qualifications

- Bachelor's degree in Real Estate, Business Administration or related field
- Minimum of five years of professional real estate experience in the acquisition of real property and right-of-ways, the property condemnation process, financial analysis, property leasing for public agencies including preparing, negotiating and administering lease contracts, dispute resolution, governmental real estate acquisition/divestiture, and Intergovernmental Agreements for local government agencies
- Three years of supervisory and/or management experience
- Master's degree in Real Estate or Public Administration preferred
- Real Property Administrator (RPA), Facility Management Administrator (FMA), Certified Facility Manager (CFM) or International Right of Way Association Senior Right of Way Agent (SR/WA) designation preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Real Estate Manager

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.