

METRO Classification Description

Title: Real Estate Negotiator

Job Code: 0365

Pay Range: 20

FLSA Status: Exempt - Administrative

Bargaining Unit: AFSCME 3580

Established: October 1995

Revised: 2007

Classification Summary:

Work with the acquisition activities for one or more of the regional target areas identified for acquisition under the Open Spaces bond measure, including real estate negotiations, coordination with outside consultants and providers, real estate due diligence, preparation for closings and active role in public refinement process.

Supervision Received:

Supervision is received from the Open Spaces program Manager.

Supervision Exercised:

None

Distinguishing Features:

Not applicable

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Negotiates property acquisition and management agreements/contracts with landowners and local agencies for Metro and jurisdictions lacking staff expertise.
2. Coordinates with legal staff to conduct due diligence process before closing.
3. Provides organizational support, research and materials for committees. Develops reports as requested. Remains current on legal requirements, regulations and bills that impact program area; notifies appropriate personnel.
4. Liaise between Metro administrative and technical staff, committees, contractors and consultants.
5. Prepares reports covering complex analyses on various issues. Presents results to Council, committees, boards, and commissions.
6. Assists in establishing acquisition priorities.
7. Meets with landowners, neighborhood groups and other groups as appropriate.

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Secondary Functions:

1. Develops and organizes the work program for specific study; coordinates with staff to assure timely completion.
2. Develops program area policy and procedure recommendations and implementation plan.
3. Assures procedural and substantive compliance of all Metro contracts, grants and purchases with public contract law and Metro code. Establishes process for proper contract monitoring and reporting.
4. Performs all other duties as assigned.

Job Specifications:

Bachelor's degree and three years of real estate experience, or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, skills and abilities:

1. Possess a professional knowledge of the theories, principles, practices and techniques of real estate negotiation
2. Ability to structure real estate purchase agreements
3. Excellent negotiation skills
4. Excellent written and verbal communication skills
5. Demonstrates understanding of real property law and government land acquisition policies and procedures
6. Ability to handle multiple tasks and work on complex real estate transactions with moderate level of supervision
7. Ability to combine sound business sense and commitment to public open spaces and parks
8. Computer software proficiency

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. Additionally, employee will be required to visit the various property locations and inspect real property through visual and walking tours. This position may require frequent periods of standing or walking, talking, reaching, sitting and handling and requires good general hearing (both in person and over the phone). May also require occasional stooping, fingering, bending, climbing, and repetitive motions of the hands and/or wrists.