

Class Concept

This is supervisory and administrative work in planning, coordinating, and directing teams of real estate professionals in the State Property Office within Department of Administration. Positions serve as managers with responsibility for directing all activities of the assigned area. Duties include: planning, developing and scheduling operational goals and programs of acquisition and disposition of all real properties to meet the current and projected needs of the state and all its agencies, universities, state boards and commissions. Positions develop and document support for appropriation requests to successive sessions of the General Assembly for funds in support of required acquisition programs and implement authorized and funded programs. Work includes oversight and approval of appraisals, surveys, investigations, evaluations, reports, and special studies recommended by subordinate real property agents. Determine the proper courses of action in complex and difficult negotiations with property owners and the necessity of condemnation proceedings in coordination with the Attorney General's Office as necessary. Supervise and direct negotiations for acquisition of real properties and develops summary statements for consideration by the General Assembly's Joint Legislative Commission, the Governor, and the Council of State. Provide advice regarding State-owned or leased real properties with respect to organizational analysis, assignment and allocation of space, negotiation of leases, rentals, and similar matters. Develop and formulate statewide policies relating to real properties and drafts legislation as necessary. Coordinate and manage the activities involved with negotiating and administering contracts for outside contractors performing real estate negotiations on behalf of the State. Coordinate and manage the activities of positions in other state agencies to which the State Property Office has delegated the authority to perform real estate negotiations.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the acquisition and disposition of real property.
- Thorough knowledge of departmental policies and procedures.
- Thorough knowledge of state laws pertaining to real estate conveyances, easements, contracts and eminent domain.
- Thorough knowledge of various appraisal and negotiating methodologies.
- Thorough knowledge of state and federal tax laws as they apply to real estate transactions.
- Ability to supervise and coordinate the work of others.
- Ability to interpret, administer and participate in departmental policy determination.
- Ability to establish and maintain effective working relationships with government officials, other employees, and the general public.

Minimum Education and Experience

Master's degree in Business, Economics, Real Estate or related field from an appropriately accredited institution and five (5) years of experience in the development, appraisal or brokerage of commercial and/or industrial real estate; or,

Bachelor's degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) from an appropriately accredited institution and seven (7) years of experience in the development, appraisal or brokerage of commercial land/or industrial real estate; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.