

## PROPERTY ACQUISITION AND DEVELOPMENT ADMINISTRATOR

### NATURE AND VARIETY OF WORK

This is management level supervisory, professional and technical work performed in conjunction with the County's comprehensive program of property acquisition and development. The position incumbent is responsible for the planning, organizing and directing of a group of technical and professional employees who administer the County's program for property and facilities acquisition and development. Considerable independent judgment is exercised by the position within the framework of established departmental policies and procedures. Work is performed under the general direction of the Director of the Office of Central Services and is evaluated based upon its achievement of program objectives.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities as outlined in Section 16-102(59) of the Personnel Law.

In conjunction with the Director, develops comprehensive long and short range strategies and adjusts work priorities to accomplish the County's property acquisition goals and objectives.

Develops comprehensive budget based upon approved programs, resources parameters and applicable policies, monitors expenditures and exercises fiscal controls.

Ensures that contract administration, real estate and procurement activities are conducted in a professional manner consistent with all applicable laws, regulations and procedures.

Develops and administers the division's annual work plan.

Prepares and/or presents oral and written briefings to top management, County Executive, County Council and the general public on issues related to the division's objectives.

Represents the division and Department at meetings with other County agencies.

Supervises the preparation of all legislation necessary for the accomplishment of the division's objectives.

Willingly and cooperatively performs tasks and duties which may not be specifically

listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of total property acquisition and development to include background in non-transportation construction programs and non-transportation related real estate acquisition.

Extensive knowledge of modern business and public administration, principles and practices applicable to the operation of a property acquisition and development or similar service department.

Ability to effectively coordinate, supervise, and motivate senior managers in a manner that achieves good cooperation, performance, morale and to reach established goals and milestones.

Ability to work effectively with professional buyers, vendors, contractors, representatives of County departments and the general public.

Ability to develop and successfully implement support systems for the procurement function.

Ability to trouble-shoot and expedite department activities as necessary to meet deadlines and other related needs of departments serviced.

Ability to prepare comprehensive production and progress reports and to present facts clearly and concisely, both orally and in writing.

Ability to gather, summarize, analyze and meaningful interpret statistical information.

### MINIMUM QUALIFICATIONS

Master's degree in business or public administration, marketing, financial management or closely related field, plus work experience of the duration, the level of complexity, diversity and responsibility which has provided the applicant with the necessary knowledges, skills and abilities to function at a satisfactory level of performance in carrying out the important duties, tasks and responsibilities of positions allocated to this job classification, as determined by an analysis of the position at the time of examination announcement. Equivalent combination of formal education and experience will also be accepted.

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