

REALTY MANAGER

NATURE AND VARIETY OF WORK

This is highly responsible supervisory, managerial and technical work involving management of a section or division. Incumbents administer the real estate marketing, acquisition, leasing and appraisal review function. Incumbents are responsible for carrying out a broad range of managerial and administrative functions with considerable latitude for independent judgment involving realty management. Work is performed under the general direction of a higher level manager. Work performance is evaluated through conferences and overall contribution to the effective operation of the Division.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Develops plans, specifications, cost estimates and contracts for jobs including appraisal, purchase and disposal of property.

Develops plans and procedures for real estate marketing.

Reviews bids and recommends acceptance by the County.

Oversees work of private contractors as they fulfill their commitments.

Discusses, within employee's area of responsibility aspects of real estate marketing, acquisition, leasing and appraisal.

Administers the appraisal review function by providing guidance to subordinates, reviewing appraisals and recommending acceptance by the County.

Meets with department and agency heads, executive staff, municipal facilities and other organizations to coordinate activities.

Works with private architects when they are responsible for the preparation of the drawings for new construction and acts as liaison between the County and such professionals.

Develops budgetary data, coordinates and assists in the preparation and submission of the annual agency budget.

Represents higher level management officials at meetings and acts for them upon specific assignments.

Reviews and counsels employees concerning job performance, provides training and takes appropriate action as required.

Prepares correspondence and reports for dispatch to a variety of sources.

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

Thorough knowledge of real estate principles, techniques, laws, contracts, and zoning regulations as they apply to Prince George's County.

Proven ability to plan, organize, administer and manage the activities of professionals, technicians, skilled tradespersons, semi-skilled and/or unskilled employees engaged in realty management.

Ability to establish, implement and meet goals and objectives for the organization.

Ability to develop and administer a division budget.

Ability to establish and maintain effective working relationships with other County agencies, State, Federal and Regional officials, citizen groups and the general public.

Broad experience in the preparation and administration of a variety of contracts.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Real Estate, Business or Public Administration, Architecture, Engineering or a related field, plus three (3) years of progressively responsible technical and administrative experience in a real estate management capacity including responsibility for supervision of administrative, technical and professional personnel. An equivalent combination of education and experience which provides the knowledges, skills and abilities necessary to perform the duties allocated to this class will be

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accepted in identifying qualified applicants.

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