

REALTY SPECIALIST IV

NATURE AND VARIETY OF WORK

This is principal level professional, administrative and technical work performed in conjunction with the acquisition, disposal, marketing and general management of real property. Subject to extensive public contact requiring the exercise of sound independent judgment and initiative, incumbents leads/supervises the activities of a professional and technical staff engaged in a variety of activities normally associated with the property management and real estate fields (e.g., document preparation, land records research, settlements, negotiations). Work is performed in accordance with established departmental and County policies and procedures under the general supervision of higher level management personnel.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Leads/supervises the acquisition of real property required for County projects (both highway and development); leasing of office space, buildings and real estate for use by the County, or disposal of real property which has been declared as surplus.

Leads/supervises the activities required for approval and settlement in property acquisition.

Leads/supervises the preparation of condemnation documents and represents the County in the condemnation process.

Leads/supervises the marketing of surplus schools and other surplus property owned by the County.

Leads/supervises the maintenance of records and status reports on proposed and active projects.

Analyzes complex projects to determine real property needs and work required in the process of acquisition, space management or disposal; and assigns and supervises various tasks, such as title abstracts and document preparation.

Conducts field inspections and makes preliminary estimates of acquisition costs on proposed projects.

Responds to inquiries and complaints from the public and within County government related to the acquisition, management or disposal process.

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 current approaches, techniques and methods in the appraisal, negotiation, acquisition, management and disposal of real property.

Thorough knowledge of the laws of Prince George's County, the State of Maryland and the Federal Government dealing with the acquisition, management and disposal of real property.

Skill in negotiating complex real property acquisitions.

Ability to analyze complex projects to determine appropriate policy application, to determine staff working assignments and to make recommendations concerning the acquisition/management/disposal of real property.

Ability to direct, supervise and evaluate members of a highly skilled, technical staff involved in negotiation, acquisition, property management and disposal of real property.

Ability to establish and maintain good public relations.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Real Estate, Business Administration, Marketing, Public Administration or a related field, plus three (3) years of progressively responsible experience in property management; an equivalent combination of education and experience which provides the knowledges, skills and abilities necessary to perform the duties of a position allocated to this class will be accepted in identifying qualified applicants.

CONDITIONS OF EMPLOYMENT

Possession of a valid driver's license
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