



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 846.3

Job Title: **SENIOR REAL ESTATE ANALYST**

Pay Grade: 24

GENERAL SUMMARY:

Provides general supervision and coordination of real estate activities involving the disposition of City property interests, encroachments, leases, and acquisitions of land and/or property rights for public and private projects.

RESPONSIBILITIES:

- Manages multiple real estate projects.
- Performs various real estate activities related to the purchase, sale, and lease of City owned properties.
- Reviews project drawings with City engineers, architects, contractors, and developers to resolve real estate design issues raised by developers, constituents, other government agencies, and/or property owners.
- Responds to complaints or inquiries from property owners, City officials, or outside agencies regarding pending real estate transactions involving the City of Houston's property interests.
- Drafts RCAs for real estate transactions, including condemnations, bid sale items, Joint Referral Committee requests, purchase agreements, and other agreements.
- Interfaces with the Legal Department on the terms and conditions involving real estate transactions.
- Prepares and submits project status reports on pending real estate activities.
- Develops and reviews offer packages, purchase agreements, counter-offers, and cash-flow projections for all active projects.
- Evaluates, reviews, and monitors real estate files on all active projects, including field notes, appraisals, legal documents, and other pertinent information.
- Interacts with the City Engineering, Architectural, utility, and other personnel on project schedule coordination.
- Operates vehicle to and from various real estate sites.
- Provides cash-flow projections on active projects.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Real Estate, Business Administration, Public Administration or a closely related field.

SPECIFICATIONS: (continued)

EXPERIENCE:

Four years of professional experience in real estate activities, design or a closely related experience are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

None

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemical and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Real Estate Analyst
Real Estate Analyst
Senior Real Estate Analyst
Assistant Real Estate Manager
Real Estate Manager

Right-of-Way Appraiser
Senior Right-of-Way Appraiser

Effective: January 26, 2008