



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 846.8

Job Title: **REAL ESTATE MANAGER**

Pay Grade: 29

### **GENERAL SUMMARY:**

Directs the management, coordination, implementation, administration and operation of various systems, plans and projects in the Real Estate Division.

### **RESPONSIBILITIES:**

- Manages complex and complicated real estate transactions to ensure they are completed in compliance with all legal requirements, and to avoid liability to the City.
- Serves as liaison between City personnel and property owners, consultants, and/or developers. Interfaces with departments and outside agencies or firms involving real estate programs, transactions, and/or projects.
- Reviews, approves, and makes recommendations on offer packages, purchase agreements, counter-offers, and cash-flow projections.
- Develops standard protocol for coordinating title curative issues, project analysis, and work-flow processes.
- Negotiates with property owners, agencies, utilities, company officials, and developers on price and arrangements in complex real estate transactions.
- Coordinates and assists real estate staff in review of appraisals, licensing, abandonments, purchases and documentation activities to ensure accurate, useful work output.
- Coordinates all departmental actions related to licenses, leases, abandonments, tax sales, foreclosures, and condemnation proceedings to ensure compliance with City, legal, and regulatory guidelines.
- Coordinates and completes complex and complicated projects with city engineers, attorneys, economic development, utilities, property owners, and outside developers, to ensure that the proposed real estate transactions are completed in compliance with all legal requirements and to avoid City liability.
- Coordinates appraisals of real estate parcels under consideration for purchase by the City to determine fair market value.
- Performs personnel functions, i.e. interviews job applicants, manages, trains, develops, counsels, and evaluates staff, recommending disciplinary action or reward as appropriate.
- Evaluates environmental and engineering reports as related to proposed real estate.
- Maintain the City's unified surplus property list and the surplus property website, responding to citizen inquires.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Ten years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or related field may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contacts is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and high level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors, and/or mid-level representatives of governmental agencies, guests, vendors, and professional contact with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air condition.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor response within large tolerances.

## **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*