



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 846.2

Job Title: **REAL ESTATE ANALYST**

Pay Grade: 20

GENERAL SUMMARY:

Coordinates and performs 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:

- Performs various real estate activities related to the purchase, sale, and lease of City owned properties.
- Reviews project drawings and right-of-way maps with City engineering staff to resolve real estate issues raised by developers, constituents, governmental agencies, and/or property owners.
- Interprets drawings, field notes, appraisals, and title reports.
- Conducts site inspections and makes recommendations regarding the scope of the project.
- Verifies the accuracy of the property ownership, and reviews and coordinates value issues with appropriate personnel.
- Prepares and monitors real estate project schedule and verifies the availability of funding for the project.
- Assist in the cash-flow modeling for real estate projects.
- Conducts feasibility studies for real estate projects.
- Reviews financial documents associated with real estate transactions.
- Performs extensive research involving real estate projects.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

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

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

None

Indirect Supervision:

None

CONTACTS:

Internal Contacts:

Level of internal contacts is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors, mid-level representatives of governmental agencies, guests, vendors, and professional contact 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