



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 846.7

Job Title: **ASSISTANT REAL ESTATE MANAGER**

Pay Grade: 26

GENERAL SUMMARY:

Supervises and directs technical personnel to develop, analyze, and negotiate complex 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. Administers and manages real estate service contracts that involve complicated/multi-agency issues.

RESPONSIBILITIES:

- Interfaces with departments and outside agencies or firms involving real estate programs, transactions, and/or projects.
- Administers, reviews, and negotiates various complex real estate transactions.
- Performs various real estate activities related to the purchase, sale, and lease of City owned properties.
- Reviews, analyzes, and/or prepares real estate appraisals, title reports, environmental site assessments, and/or other documents.
- Maintains acquisition records and reports to supervisor on real estate service contracts; provides input for departmental decision-making and planning.
- Performs personnel functions, such as evaluating subordinate performance, interviewing prospective personnel, training subordinates, and recommending disciplinary action.
- Responds to complaints or inquiries from citizens, property owners, developers, City officials, and/or outside agencies; represents the department at conferences and meetings.
- Provides project management oversight on real estate activities varying in complexity.
- Develops and monitors a cash-flow modeling system for real estate projects.
- Serves as liaison between City personnel and property owners, consultants, and/or developers.
- Reviews, approves, and makes recommendations on offer packages, purchase agreements, counter-offers, and cash-flow projections.
- May develop standard protocol for coordinating title curative issues, project analysis, and work-flow processes.

SPECIFICATIONS:

KNOWLEDGE:

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

SPECIFICATIONS: (continued)

EXPERIENCE:

Six 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 substantially complex and varied, and requires the interpretation of technical and detailed guidelines, 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 of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

None

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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