

**COUNTY OF SOLANO**  
**REAL ESTATE MANAGER**

**Rev. 8/06**

**DEFINITION**

Plans, organizes and directs a program providing real estate services, including acquisition, leasing, disposition, negotiations and valuation services to the County; serves as a member of the department's management/supervisory team.

**CLASS CHARACTERISTICS**

This is a single position class which is responsible for planning, developing and evaluating real estate activities, policies and procedures for valuation, negotiation, acquisition, sale, lease, right of way, relocation, management and development of real property for the County. In addition, the incumbent directs the development of revenue from County-owned real estate, including coordinating and monitoring concessionaire operations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Director of General Services and the Director of the General Services.

Exercises supervision over technical and clerical staff.

**EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Plans, organizes and administers real property acquisitions, disposal and handling of real estate matters; contracts for professional services as necessary, approves appraisal reports, performs cost estimate studies and negotiates for the acquisition of real property, easements, and rights of entry.

Develops and administers the budget for the Real Estate Program in Solano County; oversees maintenance of fiscal controls and procurement activities; provides written estimates of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends long-range programs of capital outlay for site and office building acquisition and additions to existing County facilities; prepares periodic reports on real estate revenues, expenditures and other related written reports.

Performs complex and specialized work related to the valuation, acquisition, management, economic development, transfer, sale and disposal of real estate; conducts site utilization studies and economic analysis of alternate sites.

Answers inquiries, provides information and resolves complaints from property owners, contractors, engineers, developers, attorneys and others involved with real estate transactions.

Maintains the records of County lease agreements; provides and negotiates repairs and maintenance for leased properties; performs studies regarding vacant or occupied properties for future purchase, lease or development; directs and reviews real estate appraisals provided under contract.

Reviews and analyzes legislation, policies, procedures and other administrative and regulatory requirements; determines their impact on real estate, property management and other activities; recommends changes in operations as appropriate.

Advises and assists County Counsel with selection of consulting appraisers and other witnesses for condemnation hearings; arranges for relocation of affected parties as needed; obtains appropriate financing and testifies in court as required.

Attends meetings of the County Board of Supervisors, other commissions and agencies as required and represents the County in matters relative to real estate; acts as real estate consultant to the County Administrator, County Board of Supervisors and other County departments.

Conducts and coordinates negotiations for the lease, acquisition, or sale of real estate requiring the contact with department principals or representatives who are concerned with specific elements of the transactions; prepares acquisition documents, deeds and escrow instructions and analyzes conditions of title.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge/Abilities**

**Thorough Knowledge of** the principles and techniques of real estate appraisals; local, state and federal laws and procedures governing the acquisition of real property and rights of way through the condemnation process.

**Considerable Knowledge of** the principles and techniques of management, including program planning, implementation and administration; budgetary practices and controls; techniques for data collection and methods of presentation; accounting and auditing principles and procedures, statistical and financial analysis, bid preparation, solicitation and evaluation.

**Working Knowledge of** the principles and techniques of real estate transactions and property management; principles, practices and procedures of public administration, management and supervision.

**Ability to** plan, organize and manage a program of real property and right of way acquisition, appraisal, property management, disposition and disposal; interpret, explain, apply and enforce applicable laws, rules and regulations; conduct complex real property and lease negotiations; read highway construction maps, plans, legal description, and legal documents; maintain a sound property

control and management program; perform complex appraisals; operate a personal computer; make decisions and independent judgements; project consequences of decisions; collect and analyze data to determine property needs and provide an avenue for meeting those needs; assist in developing goals and objectives; organize and prioritize work assignments; communicate both verbally and in writing; establish and maintain cooperative working relationships; draw logical conclusions and make appropriate recommendations; prepare budgets, funding proposals and narrative and statistical reports; maintain confidentiality of information; recognize and respect limit of authority and responsibility; effectively delegate responsibility and authority to others; demonstrate tact and diplomacy.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

Considerable real estate transaction and property management experience which includes acquisition and leasing of real property which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and experience would be:

Four years of progressively responsible experience in the appraisal and acquisition of real estate, budgeting and finance which included one year in a setting which provided familiarity with local government activities and responsibilities.

And

Equivalent to graduation from an accredited four-year college or university with a major in public or business administration, real estate management or closely related field.

## **SPECIAL REQUIREMENTS**

Possession of a valid Class C California driver's license is required at the time of employment.

## **SUPPLEMENTAL INFORMATION**

Independent travel is required.

Incumbents are required to work outside normal business hours.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, and construction hazards.

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Donald W. Turko  
Director of Human Resources

**Established Date:** December 1993

**BOS Date:** May 11, 2003

**Revised Date:** August 2006

**BOS Date:** August 1, 2006