

Market Range Detail - Real Property Manager

Effective Date

June 8, 2016

Market Range Title Description

This single incumbent position is responsible for the planning, management, and direction of the land management, property management and property engineering functions for the county-wide operations of the Flood Control District and Department of Transportation. The Real Property Manager works under the direction of the Deputy Director – Public Works and Assistant County Manager – Public Works.

Supervisory responsibilities include providing leadership to staff, hiring new staff, evaluating staff performance, coaching and disciplining staff, and providing professional development. Work is accomplished through a staff of Real Property Supervisors, Public Works Chief Appraiser, Real Property Specialists, Engineering Technicians, and administrative positions.

Job duties include: developing, monitoring, and directing division goals, progress, and strategies; overseeing a combined Capital Improvements Program (CIP) annual budget for both highway (Department of Transportation) and Flood Control District of \$30,000,000; analyzing and providing recommendations on appraisals for property values exceeding \$250,000,000; approving real estate settlements for project acquisitions and condemnation mediations; directing and overseeing the property management branch consisting of numerous leases, land sales and easements; managing county-wide city annexation activities, city limit mapping, roadway abandonments, and roadway dedication programs; negotiating all condemnation settlements for Public Works projects; directing legal counsel in condemnation issues including negotiations of multi-million dollar settlements and testifies as an expert witness; preparing of intergovernmental agreements, board resolutions, and other legal documents; submitting legislative proposals to improve the County and/or Flood Control District real estate management and as required lobbying and testifying before legislative committees; recommending legal action on sensitive issues involving lawsuits, legal opinions, intergovernmental and political affairs; planning and managing all relocation activities for project acquisitions; managing a combined operating budget of nearly 1.8 million dollars annually.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$34.00	\$41.75	\$49.50

Likely Minimum Qualifications

- Bachelor's degree in Real Estate, Business Administration, Public Administration or related field
- Five years of progressively responsible experience in real property sales acquisition, land management, appraisal or relocation services including two years of supervisory and/or management experience
- Senior Right-of-Way (SWRA) designation with International Right of Way Association (IRWA) Certification
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Real Estate Division Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.