

The **City of Mesa** is a great place to work! In addition to competitive salaries, the City also has a generous amount of other benefits available. For more information, please see our website: <http://mesaaz.gov/benefits/>

Real Estate Services Specialist II
(\$51,613.98 - \$72,862.40 Annually)

Ideal Candidate: The ideal candidate for this opening will have the knowledge and skills needed to perform tasks associated with the negotiation and acquisition of land, right-of-way, easements and agreements for a governmental agency. The ability to effectively communicate in person and in writing with a very diverse customer base that includes the general public, other City employees, public officials and contractors is highly desirable. A successful candidate must be skilled in reading, writing and plotting legal descriptions; reading and interpreting engineering plans; analyzing property appraisals; researching and interpreting land right legal documents; preparing deeds and easement documents for recordation; and explaining project plans in layman's terms to property owners. Previous experience as a Right of Way Agent is desirable. The ideal candidate must be familiar with federal regulations governing right-of-way and real property acquisition and be able to work effectively under high-pressure

A Real Estate Services Specialist II is responsible for:

- Performing journey-level professional acquisition or real property and management work, including providing relocation assistance and services to business owners, property owners, and residents displaced within the City in compliance with City policy as well as state law and federal guidelines.
- Acquisition of commercial real properties involving private, county, state, and federal lands.
- The incumbent may also be responsible for asset and physical management of City-owned and leased properties. At this level, the employee has contact with title companies, appraisers, attorneys, engineers, sign and fence contractors, utilities companies, as well as with property owners and tenants.
- An employee in this classification must be thoroughly familiar with standard real estate purchase and management procedures.
- Resolves procedural, operational, and other work-related problems, including making decisions for awarding contracts for appraisals, maintenance, repair, closing on escrow, and determining negotiations approach for acquisition of parcels.
- Acquires commercial properties of a high dollar value and/or sensitive nature by negotiating acceptable compensation.
- When working with relocation and acquisition, an employee in this class evaluates and locates available decent, safe, and sanitary living accommodations and suitable business facilities commensurate with prospective tenant or owner's ability to pay, and matches displaced residents' needs with resources from various outside agencies and organizations.
- Prepares the following materials for supervisory review: documentation and contracts for sensitive complex high dollar value acquisitions, Council action packets (including Council reports and resolutions for abandonments, property purchases, and related information), and information for the City Attorney's office to initiate eminent domain proceedings as well as for authorization of the City Manager to execute deeds and easements.
- The incumbent reviews property appraisals, negotiates or assists in negotiation of acceptable compensation with property owners, and provides "on-the-job" training for Real Estate Services Specialist I's so that they can acquire more technical skills.
- Employees of this classification may perform duties of the supervisor in the supervisor's absence.
- The position performs related duties as required.

This class is distinguished from the Real Estate Services Specialist I class by the greater complexity, sensitivity, and dollar value of projects; greater interaction with top level management; and team leader responsibilities, including performance of supervisor's duties in the supervisor's absence. A Real Estate Services Specialist II may specialize in Relocation and Acquisition, working with major residential and business properties in the Central Mesa downtown redevelopment area. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance, education, and experience. This class is supervised by a Real Estate Services Administrator.



This class is FLSA exempt-administrative.

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Real Estate, Public Administration or closely related field.
- Good (1-3 years) experience in public sector right-of-way acquisition, title searching, legal descriptions, property and/or asset management, construction plans, and real property appraisal experience.

Special Requirements:

- Must possess a valid Arizona driver's license by hire date

Preferred/Desirable Qualifications:

- Professional certification from International Right-of-Way Association (IRWA) or other related professional organization is highly preferred.
- Bilingual fluency in reading and speaking Spanish is highly desirable.

City of Mesa offers a competitive benefits package. A CITY OF MESA ONLINE APPLICATION IS REQUIRED. **Applications will be available as of the opening date of 07/14/2017. First review of applications will be Monday, 7/31/2017.** Applicants are encouraged to apply as soon as possible as we will review applications as they are received. For complete job description, requirements and online application form, please visit our web site at: www.mesaaz.gov/jobs

City of Mesa is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.