REVISIONS UPON BOE APPROVAL
SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Real Estate Office Supervisor
REPORTS TO: Assigned Supervisor
DEPARTMENT: Real Estate
CLASSIFICATION: Classified
FLSA: Exempt
SALARY GRADE: 049
ISSUED: Upon Board Approval

BASIC FUNCTION:
Plan, supervise, oversee, and participate in professional real estate work, including surveying for and recommending the purchase or lease of real property; negotiating purchases, leases, rentals, sales, and relocation assistance; arranging for licenses, permits, easements, rights of way, and vacations of streets and alleys; dealing with governmental agencies regarding assessments and zoning; managing properties not in use by the District; conducting escrow and title processes; and performing related real estate work. Supervise Real Estate staff in their assigned duties and tasks.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions
Supervise a variety of complex and technical real estate acquisition, disposition, eminent domain, and property management duties, including locating sites and recommending acquisition or lease of real property. E

Draft and/or review Bond Z, joint occupancy, joint use and real estate related documents contracts and agreements, including but not limited to: letters of intent, purchase and sale agreements, use agreements, entry agreements, closed session memos, board reports, requests for proposals, and professional service agreements ensuring compliance with education code, pertinent local, state and federal guidelines, and Board of Education real estate objectives.

Negotiate purchases, leases, rentals, sales, and relocation assistance. E

Oversee property appraisal process for acquisitions, disposions, eminent domain and improvements. E

Supervise and obtain licenses, permits, easements, rights of way, and vacations of streets and alleys. E

Oversee implementation and maintenance of Real Estate database. E

Supervise management of District properties not in use; maintain property title, assessment, tax and related records. E

Oversee technical reports and records, including environmental project agency reports. E

Oversee and/or prepare correspondence, reports, and documents concerning real estate matters. E
Exercise general supervision over lower level technical and clerical personnel.

Represent the District regarding real estate matters at meetings of city councils, zoning commissions, and other organizations.

Participate in preparation of the annual budget for acquisitions in the Facilities Management Division.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in business administration or real estate, and four years of recent progressively responsible, directly related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided). BOMA, Real Property Administrator or IREM, Certified Property Manager preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Laws, regulations, and District policies pertinent to real estate transactions.
Procedures for real estate appraisal, eminent domain actions, escrow, and title verification.
Contract law and legal terminology involved in real estate transactions.
Environmental laws and regulations affecting real estate transactions in California. Relocation assistance concepts and procedures.
Principles of supervision and training.

Technical aspects of field of specialty.
Operation of a computer and related software applications
Oral and written English communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Supervise, train, and evaluate assigned staff.
Read, interpret, apply, and explain, rules, regulations, policies, and procedures.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Coordinate a variety of technical activities in accordance with pertinent laws and regulations.
Prepare reports and recommendations to the Board and various public agencies.
Prepare and review real estate contracts and other technical documents.
Appraise or review the appraisal of real property.
Communicate effectively orally and in writing.
Operate standard office equipment including computers and related software applications. Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

Revised RL–Upon Board Approval
Issued –5.9.06
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