

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Real Estate Office Supervisor	REPORTS TO:	Director, Facilities Planning and Construction
DEPARTMENT:	Acquisition and Asset Management	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	049 AASD Supervisors'
ISSUED:	May 9, 2006		

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.

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 and property management duties, including locating sites and recommending acquisition or lease of real property. **E**

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

Oversee property appraisal process for acquisitions and improvements. **E**

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

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

Oversee establishment and execution of a relocation plan for owners and tenants of residences and businesses displaced by land acquisition projects. **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. **E**

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

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

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).

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.
Technical aspects of field of specialty.
Oral and written communication skills.

ABILITY TO:

Supervise, train, and evaluate assigned staff.
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.
Direct and participate in the training of technical and clerical assistants.
Operate standard office equipment including microcomputers 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.

Job Code 6641
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