

## COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: SUPERVISOR - REAL ESTATE SERVICES**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan, coordinate, supervise and engage in real estate property management and/or acquisition activities within the Real Estate Services Section of Facilities Management Department. Work involves supervising staff engaged in researching, negotiating, and preparing documents needed for the acquisition and sale of property for all County divisions except Transportation and Public Utilities. Will assist the Property Acquisition Manager on utility projects when time allows. Work also involves performing technical and professional work for more complex property transactions; and providing assistance and technical guidance to County managers, landowners, tenants, landlords, and the general public regarding assigned programs and services.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises County assigned Real Estate Services' programs and services, which include the sale purchase of real property. Assists in the establishment and implementation of policies and procedures governing the management of real property owned by the County. Develops and implements goals and objectives for assigned programs and services; establishes project schedules and work processes; and assigns work. Oversees daily operations, work flow, and actions taken; ensures compliance with applicable County ordinances and State laws; reviews and evaluates work products; and develops and/or implements operational changes to improve effectiveness, work product, and efficiency.

Supervises property acquisition staff. Interviews and recommends applicants for hire; assigns work; provides guidance and training; establishes performance expectations and reviews work; processes employee concerns and problems; provides counseling, and disciplining as needed; and completes employee performance appraisals.

Supervises all phases of real property sales and acquisition; schedules acquisition projects; reviews staff's work to ensure compliance with applicable policies, procedures and regulations; ensures actions taken and prepared legal documents are accurate, comprehensive, defensible, and achieve County and project goals and objectives. Monitors and tracks the status of all assigned projects to ensure each project is progressing in a timely fashion and adheres to proper/logical sequences when applicable; maintains status reports for projects and prepares executive summaries and/or reports to the Board of County Commissioners regarding purchase or disposition projects. Compiles and enters quarterly activity measure data.

Engages in conveyance, acquisition activities for more complex transactions. Performs title gap searches to reveal any existing liens or encumbrances; reviews and interprets construction plans and right of way maps. prepares gift, purchase and condemnation resolutions for projects; determines what legal documents are required to clear title to property being acquired; prepares legal documents and conducts complex real estate closings for land ownership transfers; reviews project/parcel files for title services. Negotiates on behalf of the County for the acquisition or sale of property.

Coordinates administrative activities between County departments, consultant engineers, property owners, appraisers and staff.

Prepares annual blanket resolutions for acquisition.

Provides assistance and information to property owners, tenants, landlords, County Attorney's office, County departments, and the general public regarding assigned property transactions and department policies, procedures and services. Acts as representative to the Conservation Collier Land Acquisition Advisory Committee ensures trust expenditures are monitored through formal agreements. Assumes the responsibilities of the Property Acquisition Manager and/or Real Estate Services Manager as needed.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs general clerical work in support of assigned duties, including answering telephones, assisting customers, copying and filing documents, etc.

In the event of declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in real estate, business management, public administration or a related field; supplemented three year's of experience performing real estate appraisal, acquisition, leasing or sales work at a level equivalent to the County's Property Management Specialist classification; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida driver's license. Must possess and maintain the Senior Designation from the International Right of Way Association.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**Leadership:**

**Customer Service:**

**Financial Accountability:**

## ADA COMPLIANCE

**Physical Ability:** Tasks require 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 the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*