

## **CITY OF FONTANA REAL PROPERTY ANALYST**

**DEFINITION:** Under general supervision, performs responsible and complex technical activities related to appraisal, negotiation, investigation, relocation, and recording related to City real property interest, purchases, leases, easements, right-of-way, sales, disposals, and other real property services.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Prepare reports and coordinate the preparation of site surveys relating to real property that is required for public purposes.
- Review engineering plans and property maps to determine extent of property requirements for street rights of way and easements.
- Provide consultation regarding relocation assistance to occupants of real property acquired for projects.
- Coordinate with the City Attorney in the preparation of contracts, agreements, leases, deeds, reconveyances, and other instruments used to acquire or vacate interests in real property.
- Aid and work as a team with Project Engineers
- Negotiate for the purchase, lease, or donation of real property.
- Effectively convey project scope and impacts to affected property owners through written correspondence, telephone communications and field visits to property owners.
- Prepare written reports; analyze title reports, contracts, judgments, court records, and other documents to evaluate the legal status and effect upon title of various liens, restrictions, and encumbrances.
- Maintain records, databases, maps, deeds, and other documents; review appraisals, verify property surveys, plans, and legal descriptions.
- Participate in the coordination of eminent domain actions
- Interact with other public agencies in real property matters.
- Negotiate and acquire temporary construction rights-of-way.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer, and
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.
- Other duties as assigned.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance

of daily activities. The position also requires grasping, repetitive hand movements, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to drag and push files, computer reports, or other materials weighing up to 25 pounds also is required.

**EXPERIENCE AND TRAINING GUIDELINES:**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of public administration and public finance.
- Principles and practices of real estate law.
- Pertinent Federal, State and Local laws codes and regulations.
- Principles of economics, financial analysis, and cost-benefit analysis.

**Experience:** Two (2) years of increasingly responsible experience in real property acquisition, negotiation, appraisal and relocation, with a minimum of one (1) year of that experience in municipal government.

**Education:** Bachelor's Degree from an accredited college or university with major course work in Public Administration, Political Science, Real Estate, Engineering, Finance or a closely related field considered to be useful in real property acquisition. Completion of a certification program through the International Right of Way Association is preferred.

**Licenses/Certifications** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. Possession of, or the ability to obtain within six (6) months of employment, a Notary Public License. California Real Estate License and written/verbal bilingual skills in English and Spanish are highly preferred.