

**CITY OF FONTANA
SUPERVISING REAL PROPERTY AGENT**

DEFINITION: Under the direction of the Community Development Director, provides coordination of the program and activities related to the acquisition of Right of Way required to execute the City's Seven-Year Capital Project Budget or as required for support of other City departments' real property acquisition activities. This position provides general supervision over technical and administrative staff as assigned.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Recommend and assist in the implementation of goals and objectives related to the acquisition and management of real property activities; implement department policies and procedures related to right of way acquisition.
- Supervise record keeping activities including property inventory, property acquisitions activities, and project status reports.
- Negotiate with property owners in person and through correspondence to establish terms and conditions for property conveyances.
- Examine engineering plans and property maps to determine extent of property requirements for street rights of way and easements.
- Effectively convey project scope and impacts to affected property owners through written correspondence, telephone communiqués and field visits to property owners.
- Review and interpret independent market appraisal and costs necessary in securing properties for City use.
- Recommend settlement terms and course of action to department director and city management.
- Secure execution of formal documents for purchase and sale agreements, escrow instructions, dedication deeds, rights of entry, and temporary construction easements.
- Manage scope of work assigned to outside consultants for property market appraisals and relocation expenses.
- Prepare and present reports for City Council action on Resolutions of Necessity as related to capital improvement projects.
- Represent the City in the community and at professional meetings as required.
- Maintain good working relationships with property owners, consultants, attorneys, and departments and agencies contacted in the course of work.
- Perform notary services related to official documents regarding real property acquisition.
- Supervise, train and evaluate assigned staff.

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 real property appraisal, negotiation, acquisition, relocation, economics and law as related to property buying, selling, easements and related matters.
- Basic engineering terminology and techniques.
- Techniques, terminology and practices related to acquisition, negotiation, and appraisals of real property and relocation procedures.
- Knowledge of property ownership research methods.
- Applicable Federal, State, and local laws, regulations and policies related to eminent domain, easements, right of entry, real estate titles and other right of way technical, legal and financial activities.
- Principles of management, administration, and budgetary systems and procedures.
- Principles of supervision and training.
- Personal computer operations and applicable software programs.

Experience: Four years of professional experience in the field of public administration, real estate development, redevelopment or other increasing responsible experience in municipal government.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, real estate, engineering, finance or a related field considered to be useful in real property acquisition. Completion of a certification program through the International Right of Way Association is desirable.

Licenses/Certifications: Possession of a valid "Class C" Drivers License and Notary Public License.