

Property Services Supervisor

SUMMARY/PURPOSE

To direct and lead property services to support the goals of the organization in the acquisition, disposition, development, leasing, negotiation, and use of City-owned real estate and facilities.

DISTINGUISHING FEATURES OF THE CLASS

The principal function of this position is to serve as the City's primary expert and functional leader on all organizational issues relating to the City's real estate holdings, acquisitions and dispositions. The work is performed under the direct supervision of the Property & Facilities Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business, community organizations, and the public. The incumbent must have a comprehensive knowledge of real estate practice, a deep understanding of City policy/goals, an awareness of political realities, strong analytical and strategic thinking skills, the ability to maintain complex community business relationships, and excellent negotiation skills.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Direct, supervise, manage, and coordinate all of the City's property, real estate services, and projects to meet City goals and priorities.
2. Work collaboratively with the public, contractors, licensed professionals, department staff, cross-department staff, and government officials, recognizing group dynamics, using diplomacy, and acknowledging different interests.
3. Present real estate matters to City administration, council members, City attorneys, and other real estate management staff.
4. Develop, lead, and supervise real estate staff and work products to support complex programs and development projects from conception through final execution.
5. Represent the City as the primary negotiator; direct and lead the negotiation processes on real estate transactions, including but not limited to acquisitions, dispositions, developments, and leasing; and supervise, manage, and coordinate all transactions as they relate to said efforts.
6. Develop, manage, and administer citywide property-related policies, procedures, and services; and act as liaison between City departments/divisions and agencies to identify and resolve issues affecting interagency coordination, municipal operations, and real estate assets.
7. Coordinate complex documents such as easements, purchase agreements, licenses, appraisal reports, environmental reports, surveys, title commitments, title review, and other special agreements across City departments to ensure professional standards of real estate services.
8. Serve as a member of the team dedicated to serve those experiencing homelessness by implementing policies for encampments on City-owned real estate, and serve as a member of the team that visits encampments of citizens who are experiencing homelessness to educate them on City policies pertaining to camping on City property.
9. Direct, manage, and coordinate the City's interests in the downtown skywalk system by serving as the Skywalk System Administrator.

10. Serve as the property manager for the City-leased property to include budget development, budget implementation, coordination of maintenance and repairs, resolving tenant questions/disputes, and asset management.
11. Provide direct real estate services in support of City business development initiatives and projects.
12. Develop and administer systems to collect, retain, and manage all City real estate records; and serve as the City's primary source for real estate information and expertise.
13. In collaboration with Finance staff, develop and implement Property Services' annual budget.
14. Manage employee performance, and provide training, coaching, and mentoring for employees.
15. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
16. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
17. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
18. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
19. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
20. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in business administration, real estate, law, public administration, or a related professional field, and four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional real estate experience to include commercial/governmental real estate transactions and development as a primary responsibility.
 - B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Advanced knowledge of the principles and practices of real estate acquisition and disposition, appraisal methods and techniques, and housing and real estate financing.
 - B. Advanced knowledge of federal, state, and local laws, rules, and regulations relating to the acquisition and disposition of real property.
 - C. Advanced knowledge of legal descriptions, plats, and surveys.
 - D. Advanced knowledge of commercial/public leasing practices.
 - E. Knowledge of City and Department programs, policies, and procedures.
 - F. Knowledge of Geographic Information Systems (GIS).
 - G. Knowledge of relevant market data and appraisal values.
 - H. Advanced knowledge of problem-solving and conflict-resolution techniques.
 - I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.

- K. Knowledge of effective leadership and personnel practices.
 - L. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - M. Knowledge of budgetary and management principles, practices, and procedures.
 - N. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
- A. Skill in communicating logically and accurately in oral and written forms.
 - B. Skill in negotiation.
 - C. Skill in public presentation and communication.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in mediation and dispute resolution.
 - H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - I. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to interpret complex laws, legal concepts, case law, ordinances, and administrative policies, and explain them to others.
 - B. Ability to draft and prepare complex agreements and contracts.
 - C. Ability to work independently with minimal supervision.
 - D. Ability to respond to inquiries regarding contract obligations, renewals, or revisions in a timely manner and with complete accuracy.
 - E. Ability to work effectively with other government agencies and private developers in various aspects of real estate acquisitions and sales.
 - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - G. Ability to communicate and interact effectively with members of the public.
 - H. Ability to communicate effectively both orally and in writing.
 - I. Ability to recognize, analyze, and problem-solve a variety of situations.
 - J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - K. Ability to handle difficult and stressful situations with professional composure.
 - L. Ability to establish goals and objectives.
 - M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - O. Ability to manage a budget and work within the constraints of that budget.
 - P. Ability to enforce safety rules and regulations.
 - Q. Ability to maintain confidential information.
 - R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - S. Ability to exercise sound judgment in making critical decisions.
 - T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
 - U. Exhibits leadership qualities of dependability and accountability.
 - V. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Supervisory	EEOC: Officials/Admin	CSB: 02/07/2023	Class No: 1371
WC: 9015	Pay:	EEOF: Admin/Finance	CC:	Resolution:
FLSA Exemption Type: Executive				

PROPERTY SERVICES SUPERVISOR

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SUMMARY/PURPOSE

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DISTINGUISHING FEATURES OF THE CLASS

The principal function of this position is to serve as the City's primary expert and functional leader on all organizational issues relating to the City's real estate holdings, acquisitions and dispositions. The work is performed under the direct supervision of the Property & Facilities Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business, community organizations, and the public. The incumbent must have a comprehensive knowledge of real estate practice, a deep understanding of City policy/goals, an awareness of political realities, strong analytical and strategic thinking skills, the ability to maintain complex community business relationships, and excellent negotiation skills.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Manage ~~Direct, supervise, manage, and coordinate all of the City's property acquisitions, sales, lease agreements, use agreements and all other contractual arrangements related to City-owned properties and facilities.~~
- 2.1. Direct and manage citywide real estate projects and serve as a resource and facilitator for all property and real estate services for all divisions, and departments across the projects to meet City organization goals and priorities.
3. ~~Provide direct real estate services in support of City Business Development initiatives and projects.~~
4. ~~Represent the City in negotiations with owners, developers, attorneys, agents, and citizens in selling, leasing or purchasing City real estate within City policies to ensure reasonable consideration and value for assets.~~
5. ~~Oversee the management of the review process for community generated facility, parks, and other property project proposals.~~
2. Act ~~Work collaboratively with the public, contractors, licensed professionals, department staff, cross-department staff, and government officials, recognizing group dynamics, using diplomacy, and acknowledging different interests. Presents real estate matters to City administration, council members, City attorneys, and other real estate management staff.~~
3. Develop, lead, and supervise real estate staff and work products to support complex programs and development projects from conception through final execution.
4. Represent the City as the primary negotiator; direct and lead the negotiation processes on real estate transactions, including but not limited to acquisitions, dispositions, developments, and leasing; and supervise, manage, and coordinate all transactions as they relate to said efforts.

- ~~6.5. Develop, manage, and administer citywide property-related policies, procedures, and services; and act as liaison between City departments/divisions and agencies to identify and resolve issues affecting interagency coordination, municipal operations, and real estate assets.~~
- ~~7. Develop and implement improvements to City contract, real estate and property management processes to ensure adoption of effective policies, procedures and ordinances.~~
- ~~8. Research and interpret engineering plans, development plans, appraisals, Coordinate complex documents such as easements, purchase agreements, licenses, appraisal reports, environmental reports, surveys, legal description title commitments, title review, and other real estate data and draft contracts and agreements.~~
- ~~9.6. Analyze, evaluate, approve and monitor contract terms of various real estate transactions and special agreements ensuring that all legal documents are accurate and comprehensive across City departments to ensure professional standards of real estate services.~~
- ~~10. Prepare written reports and materials for presentations to keep elected officials, managers and the public fully informed.~~
- ~~7. Develop, support, and as necessary, Serve as a member of the team dedicated to serve those experiencing homelessness by implementing policies for encampments on City-owned real estate, and serve as a member of the team that visits encampments of citizens who are experiencing homelessness to educate them on City policies pertaining to camping on City property.~~
- ~~8. Direct, manage, and coordinate the Division purchasing functions City's interests in the downtown skywalk system by serving as the Skywalk System Administrator.~~
- ~~11.9. Serve as the property manager for all property the City-leased property to include budget development, budget implementation, coordination of maintenance and repairs, resolving tenant questions/disputes, and facility's needs asset management.~~
- ~~12. Function as an integral member of the Division's management team.~~
- ~~13. Assist in the management of contract administration as needed.~~
- ~~10. Manage Provide direct real estate services in support of City business development initiatives and perform other projects.~~
- ~~11. Develop and administer systems to collect, retain, and manage all City real estate records; and serve as the City's primary source for real estate information and expertise.~~
- ~~12. In collaboration with Finance staff, develop and implement Property Services' annual budget.~~
13. Manage employee performance, and provide training, coaching, and mentoring for employees.
14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks as, and activities.
15. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- ~~44.20. Other duties may be assigned.~~

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ~~A. Graduation from an accredited technical or college university with a Bachelor's Degree in Business Administration, Real Estate, Law, Public Administration, or business administration, real estate, law, public administration, or a related professional field, plus five (5) and four (4) years of related professional experience in real estate law; or~~
- ~~B-A. Seven (7); OR a minimum of eight (8) years of related education and/or full-time, verifiable experience with a multi-disciplinary background in law, housing, professional real estate, project management, or public administration experience to include commercial/governmental real estate transactions and development as a primary responsibility.~~
- B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.

2.3. Knowledge Requirements

- ~~A. Considerable/Advanced knowledge of the principles of government administration, departmental policies and practices, procurement procedures, of real estate acquisition and budgeting.~~
- ~~B. Knowledge of contract preparation and management principles and practices.~~
- ~~C. Knowledge of budget management principles and practices.~~
- ~~D-A. Knowledge of data analysis/disposition, appraisal methods and techniques, and housing and real estate financing.~~
- ~~E. Knowledge of purchasing processes and procedures.~~
- B. Advanced knowledge of federal, state, and local laws, rules, and regulations relating to the acquisition and disposition of real property.
- C. Advanced knowledge of legal descriptions, plats, and surveys.
- D. Advanced knowledge of commercial/public leasing practices.
- E. Knowledge of contract negotiation/City and Department programs, policies, and procedures
- F. Knowledge of Geographic Information Systems (GIS).
- G. Knowledge of relevant market data and appraisal values.
- F.H. Advanced knowledge of problem-solving and conflict-resolution techniques.
- I. Knowledge of applicable safety requirements.
- J. Knowledge of, or the ability to learn, City policies and procedures.
- K. Knowledge of effective leadership and personnel practices.
- L. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- M. Knowledge of budgetary and management principles, practices, and procedures.
- G-N. Knowledge of the structure and content of the English grammar, language, including the meaning and spelling and punctuation of words, rules of composition, and grammar.

3.4. Skill Requirements

- A. Skill in communicating logically and accurately in oral and written forms.
- B. Skill in negotiation.
- C. Skill in public presentation and communication.
- B. Skill in the operation of a personal office equipment including, but not limited to, general computer and systems, job-related required software applications.
- C-D. Skill in gathering, evaluating, the internet, and transmitting technical legal information and other data/modern office equipment.
- E. Skill in negotiating/managing one's own time and presenting the time of others.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in mediation and dispute resolution.

- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- ~~D-I.~~ Skill in motivating, developing, and leading people.

4.5. Ability Requirements

- ~~A.~~ Ability to draft complex contracts.
- ~~B.~~ Ability to respond to inquiries regarding contract obligations, renewals or revisions in a timely manner and with complete accuracy.
- ~~C.~~ Ability to define and analyze problems and to project consequences of recommendations.
- ~~D-A.~~ Ability to interpret complex laws, legal concepts, case law, ordinances, and administrative policies, and to explain them to others.
- ~~B.~~ Ability to draft and prepare complex agreements and contracts.
- ~~E-C.~~ Ability to work independently with minimal supervision.
- ~~D.~~ Ability to respond to inquiries regarding contract obligations, renewals, or revisions in a timely manner and with complete accuracy.
- ~~E.~~ Ability to work effectively with other government agencies and private developers in various aspects of real estate acquisitions and sales.
- F. Ability to create and maintain a professional demeanor in positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to recognize, analyze, and problem-solve a variety of situations.
- J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- ~~F-K.~~ Ability to handle difficult and stressful situations with professional composure.
- L. Ability to establish and maintain effective working relationships with other City goals and objectives.
- ~~G-M.~~ Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees, vendors, the public, and others.
- ~~H-N.~~ Ability to compile reports from a wide variety of sources interpret and apply laws, contracts, regulations, policies, and procedures.
- O. Ability to perform a wide variety of duties with accuracy and speed under manage a budget and work within the pressure of time-sensitive deadlines constraints of that budget.
- P. Ability to enforce safety rules and regulations.
- ~~I-Q.~~ Ability to maintain confidential information.
- ~~J-R.~~ Ability to demonstrate integrity, ingenuity dependability, responsibility, and inventiveness consistency in the job performance of assigned tasks.
- S. Ability to develop long-range plans exercise sound judgment in making critical decisions.
- T. Ability to analyze, organize, and create prioritize work while meeting multiple deadlines.
- ~~K-U.~~ Exhibits leadership qualities of dependability and implement innovative programs to achieve goals accountability.
- V. Ability to attend work as scheduled and/or required.

5. Physical Ability Requirements Demands

- ~~A.~~ Ability to frequently sit, type, talk, and hear.
- ~~B.~~ Ability to sit for extended periods.
- ~~C.~~ Fine dexterity to operate computers and other office equipment.
- ~~D.~~ Visual acuity to read material and inspect documents for accuracy.
- ~~E.~~ Ability to hear and speak clearly to exchange information.
- ~~F.~~ Ability to occasionally bend, stoop and reach for supplies, files, etc.
- ~~G.~~ Ability to occasionally lift and carry office items weighing up to 20 pounds.
- ~~H.~~ Ability to attend work on a regular basis.

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MSHD	Union: Supervisory	EEOC: Officials/Admin	CSB: 0701 2014	Class No: 1371
WC: 9015	Pay: **1055- 1070	EEOF: Admin/Finance	CC: 0721 2014	Resolution: 14- 0387R
FLSA Exemption Type: Executive				