



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Senior Property Services Specialist

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SENIOR PROPERTY SERVICES SPECIALIST.

Background Information/Summary of Job

The new job classification of Senior Property Services Specialist is being created due to the scope of work evolving over time and to support the continued need for work performance at a higher level including more complex tasks and responsibilities. Since the Property Services Specialist position was created, it has evolved greatly resulting in a need to reflect that work in a more senior level job description.

This position will develop, negotiate, coordinate and manage the acquisition and disposal of real estate and real estate interests and the leasing and use of city-owned property; prepare agreements and documents relating to the same; assist with facility and park projects; and perform highly skilled title examination and review of legal descriptions and surveys and other related legal and technical work.

The proposed job description has been shared with the Basic Union, and they are in agreement.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Senior Property Services Specialist.

Senior Property Services Specialist

SUMMARY/PURPOSE

To develop, negotiate, coordinate, and manage the acquisition and disposal of real estate and real estate interests and the leasing and use of City-owned property; prepare agreements and documents relating to the same; assist with facility and park projects; and perform highly-skilled title examination and review of legal descriptions and surveys and other related legal and technical work.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous, training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate citywide property and real estate services and projects as assigned.
2. Assist in negotiation processes for acquisition and disposition of real property interests to support adopted City goals and priorities.
3. Act as project lead for complex programs and development projects, including preliminary negotiation and overall project or program coordination, and in so doing, establish professional relationships with developers, service professionals, non-profit partners, and state and federal partners.
4. Prepare purchase and sale agreements, deeds, easements, development agreements, notes and mortgages, redevelopment contracts, certificates of completion, leases, liens, escrow agreements, and other related legal and real estate documents to ensure that proper legal provisions are addressed.
5. Perform title examinations, identify title issues, and establish critical path for resolution of real property and title issues using knowledge of the legal framework for real property law in coordination with the City Attorney's office and state and county partners.
6. Work directly with federal and state environmental agencies to establish and implement plans to remediate contaminated sites and minimize City risk due to environmental liability.
7. Research, review, and revise surveys, legal descriptions, plats, and other real estate data and information, and provide oversight and direction to licensed surveyors working within the City.
8. Provide direct real estate services in support of City economic development and redevelopment and affordable and market rate housing initiatives and projects, including participating in the negotiation, development, and administration of development agreements.
9. Attend public meetings to supply information on land dispositions, sales contracts, and property acquisitions. Present reports, proposals, requests, and recommendations at public meetings.
10. Assist with the development of programs related to marketing real estate services and help develop and implement specific procedures to operate these programs.
11. Perform work needed to complete the purchase, sale, and other real estate transactions and functions. This includes the preparation in the scope of work for hiring of consultants (including but not limited to surveyors, appraisers, title companies, and environmental consultants) and evaluation of the work performed by such consultants for accuracy.
12. As directed, 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.
13. Provide job coaching and mentoring to real estate interns, real estate technicians, Property Service Specialists, and staff in other departments relating to the acquisition, disposal, and development of real property.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
19. Establish and maintain positive working relationship with the supervisor and 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.
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 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, Social Sciences, or a related professional field, and a minimum of three (3) years of full-time verifiable experience; OR a minimum of seven (7) years of related education and/or full-time, verifiable professional related experience.
 - B. A post-graduate degree in a closely-related field may be substituted for two (2) years of experience.
2. License Requirements
 - A. No specific licenses required.
 - B. Real Estate license preferred.
3. Knowledge Requirements
 - A. Knowledge of the principles and practices of real estate acquisition and disposition, appraisal methods and techniques, and housing and real estate financing.
 - B. Knowledge of legal descriptions, plats, and surveys.
 - C. Knowledge of Geographic Information Systems (GIS).
 - D. Knowledge of relevant market data and appraisal values.
 - E. Knowledge of problem-solving and conflict-resolution techniques.
 - F. Knowledge of applicable safety requirements.
 - G. Knowledge of, or the ability to learn, City policies and procedures.
 - H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - I. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in communicating logically and accurately in oral and written forms.
 - B. Skill at negotiation.
 - C. Skill in public presentation.
 - D. Skill in gathering, evaluating, and transmitting technical legal information and other data.
 - E. 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.
 - F. Skill in managing one's own time and the time of others.
 - G. Skill in completing assignments accurately and with attention to detail.
 - H. Skill in mediation and dispute resolution.
 - I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
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 maintain a professional demeanor in stressful situations.
- D. Ability to respond to inquiries regarding contract obligations, renewals or revisions in a timely manner and with complete accuracy.
- E. Ability to prepare budget estimates.
- F. Ability to work effectively with other government agencies and private developers in various aspects of real estate acquisitions and sales.
- G. Ability to meet deadlines.
- H. Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- I. 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.
- J. Ability to communicate and interact effectively with members of the public.
- K. Ability to communicate effectively both orally and in writing.
- L. Ability to recognize, analyze, and solve a variety of problems.
- M. Ability to organize and prioritize work while meeting multiple deadlines.
- N. Ability to handle difficult and stressful situations with professional composure.
- O. Ability to work successfully as a member of a team and independently with minimal supervision.
- P. Ability to train and lead others.
- Q. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- R. Ability to enforce safety rules and regulations.
- S. Ability to maintain confidential information.
- T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- U. 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: Basic	EEOC: Professionals	CSB:	Class No:
WC: 9015	Pay:	EEOF: Admin/Finance	CC:	Resolution: