

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Real Property Manager		
<b>Job Code:</b>	MG1521	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	07/17/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Manages, supervises and coordinates the activities and operations of the Real Property Services division within the Property Management Department, including the maintenance and management of inventory for all City-owned property held in trust. Supervises the employees responsible for the acquisition of land rights to facilitate the delivery of the City's capital improvement projects; and provides complex real property related administrative support to the Assistant Property Management Director.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Maintains and manages the inventory of all City owned property held in trust following tax foreclosure, including property upkeep, sealed bid sales and lease activities.
3. Oversees the acquisition and disposition of property for the City of Fort Worth, including easement acquisition and fee purchase of property.
4. Manages and oversees negotiations and project files to ensure compliance with local, state and federal laws.
5. Coordinates, facilitates and oversees land right dedications and abandonments. Oversees the delivery of City infrastructure projects; and participates in the delivery of public-private ventures through the acquisition of private property land rights.
6. Establishes schedules and methods for providing property acquisition and lease application review and processing services.
7. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.

8. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of division service delivery methods and procedures.
9. Reviews Appraisal District records to identify City owned property and determine parcels to be sold or maintained.
10. Oversees the lease activities for City owned property and facilities, including but not limited to the Fruehauf industrial complex and residential properties.
11. Develops and oversees assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments, as necessary.
12. Tracks revenue generated from land leases and sale of Surplus Property; and provides reports to client departments and City Council, as required.
13. Serves as City liaison with other agencies, including Texas Department of Transportation, Tarrant County and other local municipalities, public utility companies and school districts. Coordinates assigned activities with other divisions, departments and outside agencies.
14. Performs the more complex and technical tasks of the work unit. Educates City officials on legislative positions, policy statements and regulations affecting the delivery of high profile projects.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - Operations, services and activities of land acquisition, tax foreclosure proceedings, leasing and abandonments.
  - Laws and regulations related to the sale of surplus city property and tax foreclosed properties.
  - Principles, practices, rules and regulations relating to acquisition, including eminent domain, and leasing of real property.
  - Principles pertaining to the appraisal of real property.
  - Real estate and relocation principles and practices.
  - Texas Property Code and Texas Local Government Code.
  - Local zoning and subdivision code of ordinances.
  - City Development Process, Community Facility Agreements, Inter-local Agreements and Local Project Advanced Funding Agreements.
  - Current real estate market and trends.
  - Principles of supervision, training and performance management.
  - Principles and techniques of budget preparation.
  - Pertinent Federal, State and local laws, codes and regulations.

- City purchasing guidelines.
- Office equipment including computer and supporting word processing and spreadsheet applications.
- Skill in:
  - Strategic and critical thinking.
  - Organization and time management.
  - Computers and applicable software.
  - Interpersonal relations.
  - Conflict resolution.
  - Analysis.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Select, supervise, train, evaluate, organize and review the work of subordinate land agents and her employees.
  - Serve as representative or leader for various project groups and task forces.
  - Prepare and administer budget.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise reports.
  - Develop and implement program policies and procedures.
  - Review and critique significant reports and documents.
  - Coordinate expert witnesses and provide testimony.
  - Identify stakeholders on joint agency projects.
  - Coordinate activities between agencies to deliver public projects.
  - Research legislative updates to identify and develop policies and procedures.
  - Identify and organize key decision makers to accomplish goals and objectives.
  - Advise internal and external clients and customers of state mandated regulations.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Real Estate or other relevant field and five years of management in the public or private real estate industry, including two years of direct supervisory responsibility.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.