

City of Fort Worth, Texas Job Description

Classification Title:	Senior Land Agent		
Job Code:	PR2880	Job Family:	Professional
Pay Grade:	611	Date Created:	12/31/2015
FLSA Status:	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates land management activities related to negotiating the lease of properties owned by the City, private individuals and corporate entities; oversees the sale of Tax Foreclosed and City Fee-Owned properties; assists in the interpretation and application of laws governing the eminent domain process; performs as project lead for various real property interests and transactions; etc.

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. Oversees the acquisition of property interests in easements or fee simple title for the construction of capital improvement projects through administrative process, negotiation or eminent domain; prepares eminent domain documentation for unsettled property acquisitions for final disposition of the property interest; and prepares and presents formal written approval for Mayor and Council.
2. Coordinates with professional staff and the City Attorney's office terms and recommendations regarding real estate agreements for securing signatures real estate document transactions.
3. Leads professional staff to complete relocation assistance to residential and commercial property owners displaced by public projects and attends public meetings as needed.
4. Serves as real estate liaison with other City Departments - selects and manages third party contract consultants; reviews and approves related expenditures; meets with project consultants and client departments to ensure compliance and to assure the timely completion of the project as required by relative State or Federal Agencies.
5. Responds to inquiries from property owners, outside entities both private and public, boards, commissions, upper level City management and elected officials regarding land issues and investigations; prepares reports on complex claims and complaints.
6. Reviews and performs complex tasks of the work unit which would include negotiating terms; inspecting properties; determining value within appraisal guidelines; confirm signature authority on real estate documents.

7. Reviews all real estate documents prior to legal review and acceptance by City Manager or designee.
8. Oversees and makes recommendations to professional staff on preparation of council actions involving the sale or acquisition of property.
9. Assists in the leasing of the City's mineral interest; reviews and approves lease documents for legal review and City management signatures.
10. Assists in managing corporate entity mineral interest in gas leases and drilling units; analyzes City mineral ownership, drilling schedules, production and royalty revenue stream; and performs due diligence to ensure gas company compliance with City oil and gas lease terms.
11. Reviews the development of scope of contracts for due diligence review and lease compliance; reviews and approves contractor work; analyzes reports provided by contractor; recommends and implements resolutions; and ensures recovery of royalty revenues for the City.
12. Negotiates contracts for agreements and permits; recommends and drafts changes to contract documents; and monitors contract implementation.
13. Creates and prepares a variety of written reports and correspondence on project status.
14. Performs other related duties as required.
15. 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:**
 - Easement and Right-of-Way Acquisition best practices.
 - General knowledge of infrastructure design.
 - Texas Real Estate Laws (Eminent Domain, Relocation and Oil and Gas).
 - Curative title review, appraisals, survey, map, plat, conveyance documents and environmental reports.
 - City gas lease, zoning, code compliance, signage, permitting and development codes and regulations.
 - City standard easements, right-of-way, sale, lease and purchase documents.
 - Principles and practices of real estate acquisition and disposition.
 - Methods and techniques of conducting property title searches.
 - Laws and regulations related to the transfer of real property titles and deeds.
 - Principles, practices, methods and techniques of inspecting and valuing property.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Display critical thinking and problem solving strategies.
 - Analyzing real estate legal documents.

- Geographic Information Systems mapping.
- Organization and documentation.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Conduct sales comparable analysis.
 - Train and lead subordinate professional and administrative/clerical staff.
 - Coordinate and prioritize work assignments among professional and administrative staff as needed.
 - Evaluate incoming real property projects delivered from departments to provide efficient and effective real estate services citywide.
 - Analyze economic real estate trends affecting property values.
 - Establish and maintain effective working relationships both citywide and outside of the organization.
 - Display professional behavior and emotional intelligence.
 - Make sound decisions by using good judgment.
 - Negotiate complex real estate sales and purchase contracts.
 - Use computers and applicable software.
 - Read, interpret and understand property records.
 - Perform technical research.
 - Prepare clear and concise reports.
 - Provide testimony in mediation hearings, depositions and condemnation hearings.
 - Attend, lead and coordinate project meetings both internally and externally.
 - Attend and participate in public meetings.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, real estate or a related field and four years of experience in real estate transactions (acquisition and sales), title examination, commercial or residential or leasing experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain, a Notary Public Certificate within six (6) months of employment.

Valid Real Estate License issued by the Texas Real Estate Commission at the time of hire.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.