



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Public Works**

Division: **Real Estate Services**

Position: **Real Estate Manager**

Who may apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 128: \$6,427 – \$8,643/Mo. (DOQ)**

Posting Opens: **May 20, 2022**

Closing Date: **Open until filled**

DEPARTMENT / OFFICE

This position is in the Lewis County Public Works Department, located in the Public Services building at 2025 NE Kresky Ave, Chehalis, WA.

POSITION SUMMARY

This is a non-represented position within Public Works, reporting directly to the Public Works Director.

This position supervises the Real Estate Services group and performs a variety of specialized activities associated with the acquisition of right of way for road improvement and construction projects. The responsibilities of this manager level position includes providing professional, high level services in property management, acquisition, disposal, research, right-of-way, franchise agreements, leasing, and appraisal. Incumbent is responsible for the coordination, supervision, and oversight of the division's workload, complex acquisition/development projects, development of strategies and policies, and reviewing the work of others.

The Real Estate Services Manager is a member of the Public Works management team and is responsible for the administration of the Real Estate Services division. This position is the technical subject matter expert for all matters related to the program and, in accordance with WSDOT approved Right of Way Procedures. As a member of the management team, this position is responsible for; assisting in developing, communicating, and implementing the Public Works Department's vision, strategy and objectives; and responsible for fostering a work environment of continuous improvement, transparency, and accountability. This requires clear goals and performance objectives, a team supportive of public service values, providing tools and training for staff, and encouraging and rewarding behaviors leading to improved performance, quality, and delivery.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and job description.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications, can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Real Estate, Business, Engineering, or related field; AND five (5) years' of professional experience in real estate and right of way.
- Minimum of two (2) years' experience supervising employees
- A valid Washington State issued Driver's License is required.

**Experience in lieu of education will be considered as described in Section 2.0 in the Lewis County Employee Handbook.*

DESIRABLE QUALIFICATIONS

- Working knowledge of survey practices; real estate and right of way maps and other documents; and real estate acquisition and title law.
- Knowledge of Federal, State, and County laws, regulations, policies, and procedures governing public works projects, including WSDOT and County Road Administration Board (CRAB)

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.