



# REAL ESTATE MANAGER JOB DESCRIPTION

Job Title: Real Estate Manager

Job Code: PM100

Pay Grade: 128

Effective Date: October 2007

FLSA: Exempt

Revision Date: May 2022

## NATURE OF WORK

The Real Estate Services Manager reports to the Public Works Director and supports the mission of the County by providing technical expertise in real estate, ensuring Lewis County can provide and support safe, reliable, and cost-effective transportation for people and businesses. Under minimal supervision, this position is responsible for providing professional, high level services in property management, acquisition, disposal, research, right-of-way, franchise agreements, and oversight for appraisals.

## ESSENTIAL FUNCTIONS

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages Real Estate Services Division activities and functions, including all real property transactions, right of way, and right of way permitting.
- Coordinates, supervises, and manages right-of-way and real property acquisition, appraisal, and negotiations in compliance with State and Federal regulations, and County policies and procedures.
- Administers County's Code for movement of over legal loads on county roads, and franchising of utilities.
- Consults with County departments on real property projects, defines scope and strategies and manages projects as appropriate; responds to questions and resolves issues within scope of authority.
- Oversees road vacation process, preliminary estimates of property market value and franchise applications; manage petitions, public hearings, and legislative requests correctly and in a timely manner.
- Prepares and reviews written materials related to real estate transactions including; in-house title reports, valuations, purchase and sale agreements, interagency agreements, deeds, leases, various types of permits, offer letters and other correspondence, closing instructions, and requests for Board of County Commissioners action.
- Plans, schedules, and prioritizes Real Estate Services activities and projects to ensure accomplishment of goals and objectives; reviews the work of assigned staff to ensure the work quality and timely completion of assigned duties and responsibilities.
- Coordinates Real Estate Services activities with other County departments and Public Works divisions; plans, organizes, and manages real property acquisition and disposition program including leasing, sales, and easements.
- Establishes and maintains effective working relationships with agencies such as WSDOT and local cities.

- Applies county, state and federal laws including the WSDOT Right of Way Manual and the Local Agency Guide (LAG) Manual, regarding Property Management of County owned property.
- Assigns, reviews, and approves all appraisals; ensures the accuracy of files and other legal documents as a matter of public record in accordance with State law.
- Plans and manages the tasks and projects of staff, trains and coaches staff, monitors workload, develops staff skills, and evaluates performance.
- Oversees special Real Estate programs and projects; provides leadership, direction, and guidance in real estate strategies and procedures; represents the County in a variety of public forums and inter-agency meetings; ensures effective communication of strategies and issues.
- Manages division budget preparation and administration; monitors and controls expenditures; collects operational and administrative information and compiles data for reports; analyzes and reports usage statistics.
- Serves as subject matter expert on Real Estate issues; prepares special and recurring reports and proposals for special projects and other Property Management plans.

### **WORKING ENVIRONMENT / PHYSICAL DEMANDS**

Work is typically performed in the office includes utilizing a computer, sitting and standing for long periods of time, routinely lifting, manipulating, and transporting up to 35 pounds. This working environment requires normal ranges of mobility and the senses of sight and hearing.

### **DISTINGUISHING CHARACTERISTICS**

The Real Estate Services Manager is a member of the Lewis County Public Works leadership team and is responsible for the administration of the Real Estate Services program. This position is recognized as 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 Public Works leadership team, this position plays a key role in developing, communicating, and implementing the Public Works Department's vision, mission and objectives, and is responsible for fostering a work environment of continuous improvement, transparency, and accountability.

### **EMPLOYMENT STANDARDS**

- Bachelor's degree in real estate, business, engineering, or related discipline, with course work in real estate or related discipline. Additional experience may be substituted for education in accordance with the Lewis County Employee Handbook.
- Five (5) years' experience in the right of way field which include a minimum of two (2) years' experience supervising employees. Valid Washington State driver's license is required at the time of appointment with maintenance thereafter.

### **KNOWLEDGE AND SKILLS**

#### **Knowledge of:**

- Applicable federal, state, county, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Principles, practices, methods, and techniques used in researching and documenting real property.
- Principles and practices of real estate acquisition and land title law.
- Revised Code of Washington, Federal statutes, WSDOT Local Agency Manual, and County codes governing appraisals.

- Principles, standards and techniques of real property appraisal.
- Principles and practices of public sector purchasing and records management.
- Principles of administrative management, including personnel rules, budgeting, and effective employee supervision.
- Contract management principles, tools, and techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

**Skills in:**

- Analyzing property management problems, evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Interpreting, applying, explaining, and ensuring compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Recommending and implementing goals, objectives, and practices for providing effective and efficient services.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials
- Reading, analyzing, and interpreting technical and legal documents, statutes, and regulations.
- Preparing, analyzing, and interpreting complex appraisals.
- Preparing detailed reports and records.
- Organizing and prioritizing projects and multiple tasks in an effective and timely manner; organizing own work, setting priorities, and meeting critical time deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Supervising, training, and supporting staff and delegating tasks and authority.
- Operating modern office equipment including computer equipment and specialized software applications programs.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work
- Communicating effectively verbally and in writing.