



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REAL ESTATE REPRESENTATIVE II

Group-Section: Real Property Development and Management Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 42 Job #: YA92
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JOB SUMMARY

This is the intermediate level position performing Real Estate Representative II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Assists with negotiating real estate transactions.
2. Learns and assists with the administration of professional service agreements.
3. Assists with compiling documentation for legal actions pertaining to eminent domain, trespassing, encroachment and other related property matters.
4. Assists with conducting market analyses and feasibility studies.

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Metropolitan Water District of Southern California

5. May participate on a project team.
6. Performs other related Real Estate Representative job duties as required.

RIGHTS OF WAY / PROPERTY MANAGEMENT / DEVELOPMENT

1. Assists with researching and analyzing public records and title reports to identify ownership, condition of title, property rights; compiles legal descriptions, maps, drawings, exhibits, and encumbrances.
2. Assists with preparing and implementing relocation assistance plans. Assists with negotiating the resolution of losses, expenses, nuisances, and business goodwill claims.
3. Learns and assists to solicit and analyze proposals and bids for development agreements, secondary use or sale of excess or surplus property; learns and assists to analyze prospective tenants or purchasers' eligibility.
4. Assists with administering real property agreements to ensure compliance with terms and conditions. Assists with performing property site inspections, investigating and resolving complaints, and violations.
5. Assists with review of payments and receivables for real property ownership, transactions, and escrow settlements. Assists with calculating rental billings, adjustments, and payment of real property assessments and taxes.
6. Assists with processing annexation requests, fees, related documentation and maintenance of records, maps, and reports for Metropolitan's service area.
7. Assists with preparing and processing real property development plans and transactions, entitlements, zoning changes, and annexations.

APPRAISER

1. Assists with preparing appraisals and cost studies for acquisitions, conveyances, relocations, and other property transactions.
2. Assists with researching and analyzing land, infrastructure, services, neighborhoods, locations, trends, market conditions, and potential changes for appraisals and reports of real property.
3. Assists with researching and analyzing records to identify ownership, property rights, legal descriptions, encumbrances and title issues. Assists with performing inspections to identify and verify physical property location and salient characteristics.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; of which two years must have been at the Real Estate Representative I level.

Job Title: Real Estate Representative II

Job Code: YA92

Adopted: 03/11/13

Revised:

Supercedes:

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Required Knowledge of: Principles and practices of real estate for private and public sectors; relevant federal, state, and local laws, codes and regulations; real estate market analysis; and current office technology and equipment.

Required Skills and Abilities to: Use real estate related applications and equipment; apply mathematics; read maps, legal descriptions and other geographic information; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places 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.

Vision Requirements: No special vision requirements.