



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REAL ESTATE REPRESENTATIVE III

Group-Section: Real Property Development and Management Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 46 Job #: YA93
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JOB SUMMARY

This is the journey level position performing Real Estate Representative III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: None

JOB DUTIES

1. Negotiates real estate transactions and represents Metropolitan with property owners, public officials, and internal and external entities.
2. Assists with interpreting project requirements, recommending transaction terms and conditions with applicable policies and procedures, and local, state, and federal laws and regulations.
3. Assists with administration of professional service agreements.
4. Provides trial documentation and witness testimony for legal actions pertaining to eminent domain, trespassing, encroachment and other related property matters.
5. Conducts market analyses and feasibility studies.
6. Performs other related Real Estate Representative job duties as required.
7. May participate on a project team.

RIGHTS OF WAY / PROPERTY MANAGEMENT / DEVELOPMENT

MWD

Metropolitan Water District of Southern California

1. Researches and analyzes public records and title reports to identify ownership, condition of title, property rights; reviews and processes legal descriptions, maps, drawings, exhibits, and encumbrances. Coordinates with title and escrow staff to resolve title issues, finalize transactions, and record title data.
2. Prepares and implements relocation assistance plans. Negotiates the resolution of losses, expenses, nuisances, and business goodwill claims.
3. Solicits and analyzes proposals and bids for development agreements, secondary use or sale of excess or surplus property; analyzes prospective tenants or purchasers' eligibility.
4. Administers real property agreements to ensure compliance with terms and conditions. Performs property site inspections, investigates and resolves complaints and violations.
5. Reviews payments and receivables for real property ownership, transactions, and escrow settlements. Calculates and verifies rental billings, adjustments and payment of real property assessments, and taxes.
6. Processes annexation requests, fees, related documentation and maintenance of records, maps, and reports.
7. Prepares and processes real property development plans and transactions, entitlements, zoning changes, and annexations for Metropolitan's service area.

APPRAISER:

1. Prepares appraisals and cost studies for acquisitions, conveyances, relocations, and other property transactions.
2. Researches and analyzes land, infrastructure, services, neighborhoods, locations, trends, market conditions, and potential changes for appraisals and reports of real property.
3. Research and analyze records to identify ownership, property rights, legal descriptions, encumbrances and title issues. Performs 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 four years of relevant experience; of which two years must have been at the Real Estate Representative II level; or a Master'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 II level.

General Required Knowledge of: Principles and practices of real estate for private and public sectors and related impacts; relevant federal, state, and local laws, codes and regulations, including eminent domain; physical, legal, and economic aspects of easements; real estate market analysis; appraisal theory and practice for private and publicly owned properties; and current office technology and equipment.

Job Title: Real Estate Representative III

Job Code: YA93

Adopted: 03/11/13

Revised:

Supercedes:

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Appraiser Required Knowledge of: Uniform Standards of Professional Appraisal Practices; principles and practices of real estate appraisal for private and public sectors.

General Required Skills and Abilities to: Negotiate; use real estate related applications and equipment; apply mathematics; read and interpret maps, legal descriptions and other geographic information; use independent judgment and exercise discretion; 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
- Certified General License for Appraisers

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.