



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR REAL ESTATE REPRESENTATIVE

<b>Group-Section:</b> Real Property Development and Management Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 50 <b>Job #:</b> YA94
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### JOB SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Trains employees in work methods and techniques, policies, procedures, statutes, codes, regulations and practices associated with the acquisition and management of real property.
2. Leads and prepares information and makes recommendations concerning damage claims, tax protests, encroachments, relocation payments, loss of goodwill payments, eminent domain, and other real property actions.
3. Leads, coordinates, and reviews acquisitions, negotiation, property management, transfer, sale and disposal of real property.
4. Acts as project manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.

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5. Acts as agreement administrator. Develops scope of work, evaluates responses, conducts scoping and pre-submission conferences, reviews submittals, and recommends award of agreement.
6. Provides trial documentation and witness testimony for legal actions pertaining to eminent domain, trespassing, encroachment, and other related property matters.
7. Leads and conduct market analyses and feasibility studies.
8. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
9. Performs other related Real Estate Representative job duties as required.

#### **RIGHTS OF WAY / PROPERTY MANAGEMENT / DEVELOPMENT**

1. Leads, 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. Oversees title and escrow transactions.
2. Coordinates, prepares, implements, and monitors relocation assistance plans. Leads and negotiates the resolution of losses, expenses, nuisances, and business goodwill claims.
3. Leads, 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. Leads and performs review of payments and receivables for real property ownership, transactions, and escrow settlements. Recommends rental billings, adjustments, and payments of real property assessments and taxes.
5. Leads the processing of annexation requests, fees, related documentation and maintenance of records, maps, and reports for Metropolitan's service area.
6. Leads, prepares, and processes real property development plans and transactions, entitlements, zoning changes, and annexations.

#### **APPRAISER**

1. Leads, reviews, and prepares appraisals and cost studies for acquisitions, conveyances, relocations, and other property transactions.
2. Leads, researches, and analyzes land, infrastructure, services, neighborhoods, locations, trends, market conditions, and potential changes for appraisals and reports of real property.
3. Leads, researches, and analyzes records to identify ownership, property rights, legal descriptions, encumbrances and title issues. Reviews and performs inspections to identify and verify physical property location and salient characteristics.

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## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and six years of relevant experience of which two years must have been at the Real Estate Representative III level; Master'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 III 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; project management; and current office technology and equipment.

**Appraiser Required Knowledge of:** Uniform Standards of Professional Appraisal Practices; Principles and practices of.

**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; make presentations; 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; lead and train; 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**

- Valid Certified Commercial Investment Member (CCIM)

#### **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;

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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

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