

CITY OF HAYWARD

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REAL PROPERTY MANAGER

DEFINITION

Under general direction from the Deputy Director of Public Works, To manages all phases aspects of the City's real property program, including: ~~to~~ performing appraisals and negotiateing for the acquisition, lease or sale of real property, rights-of-way and easements for municipal purposes; ~~to~~ provideing relocation assistance; and negotiating use of public right-of-ways for telecommunication services and other utilities.

DISTINGUISHING CHARACTERISTICS

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This is a management level classification that reports to the Deputy Director of Public Works, ~~Engineering~~. The Real Property Manager plans, organizes and directs all real property activities and coordinates with other divisions and departments on matters related to real property. This classification is distinguished from the ~~Deputy department head~~Director in that the latter is responsible for overall management and functions of the Engineering Division.

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SUPERVISION RECEIVED ~~AND EXERCISED~~

General direction is provided by the Deputy Director of Public Works ~~Engineering~~.

SUPERVISION EXERCISED

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May supervise clerical support personnel, provide~~exercise~~ supervision over assigned administrative support personnel.

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EXAMPLES OF ESSENTIAL DUTIES

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Duties may include, but are not limited to, the following:

Performs appraisals and provides estimated current values on real property.

Consults with the City Attorney's office and outside legal counsel to ~~n~~Negotiates, ~~and~~ prepare ~~and~~es and administers use agreements related to use of public right-of-way for telecommunication services, including but not limited to fiber optic cable and small cell radio equipment; administers use agreements once entered.;

Assists in ~~the~~ selection and contract negotiations with ~~Negotiates~~ contracts with independent contractors ~~appraisers, relocation specialists, negotiators and other outside consultants~~ involved

City of Hayward
Real Property Manager
Page 2

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with ~~property, building and right of~~ way acquisitions, appraisals, negotiations and relocations, ~~and oversees their work; administers and oversees contracts including monitoring compliance with applicable contractual agreements.~~ Provides direction and instruction related to the work as needed.

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~~Performs appraisals and provides estimated current values on real property;~~

ESSENTIAL DUTIES (continued):

~~Consults with the City Attorney's office and outside legal counsel to negotiate and prepares lease agreements for use of City property; and administers lease agreements for use of City property once entered.~~

~~Maintains records related to use agreements and leases to ensure that lease terms are complied with, and payments are up to date, and follows up as needed on non-payment.~~

Reviews title reports to determine ownership, coordinates escrows, and assists ~~other City staff City engineers~~ in the preparation of property descriptions and reports related to real property.

Negotiates with tenants and property owners for the purchase, rental, or sale of real property and real property rights.

~~Handles all~~ Manages sales of City surplus property, ~~sales~~ including advertising and conducting actual property sale, ~~of property.~~

Consults with ~~the~~ City Attorney's office, ~~and~~ outside legal counsel and City Surveyor regarding ~~preparation, coordination and followup involved with all aspects of eminent domain proceedings, and coordinates~~ acquisition of real property through eminent domain procedures.

Provides technical assistance and advice to ~~City Attorney's office and City Council~~ other City Departments as required relative to ~~Real Property Program.~~

~~Conducts~~ Coordinates outreach to ~~Meets with~~ tenants and property owners ~~to explain~~ regarding projects requiring property acquisition, compiles data to determine relocation and socio-economic needs of occupants and availability of relocation accommodations, ~~and participates in public meetings with City Council and City officials~~ and negotiates appropriate relocation terms and payments.

Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.

Recommends settlement on condemnation proceedings and assists in condemnation procedures.

~~1. Recommends on contracting with independent appraisers, relocation specialists and negotiators, and supervises their work.~~

City of Hayward
Real Property Manager
Page 3

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2. ~~Supervises and coordinates the relocation assistance program including the determination of appropriate payments.~~

~~Prepares reimbursement requests and progress payment reports for federal- and state-funded projects, including documenting costs and working closely with reviewers, and Establishes and maintains a property management record and file system and documentation to ensure that federal- and state-funded real property acquisition project files meet relevant standards, with federal standards.~~

~~Prepares comprehensive reports and cost estimates of real property acquisition, leases and obstruction removal and prepares acquisition booklets and related information.~~

~~Prepares progress payment reports on federally funded projects, including documenting costs and working closely with federal reviewers.~~

3. ~~Prepares federal reimbursement requests for federally funded projects.~~

~~Prepares comprehensive reports and cost estimates for real property acquisition, leases and obstruction removal, and prepares acquisition booklets and related information.~~

~~Prepares written and oral reports and correspondence to City Council, City Manager, other City Departments and Department staff and City Engineers.~~

4. ~~Assists other departments in preparing reports involving real property. Performs related work as required. Performs related duties as assigned.~~

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JOB RELATED AND ESSENTIAL QUALIFICATIONS QUALIFICATIONS

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of, Abilities and Skills

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A. ~~Knowledge of pPrinciples and laws pertaining to real property, right-of-way acquisition and vacation, of appraisal techniques, property management, condemnation eminent domain procedures, title and escrow procedures, real estate law and relocation assistance law and procedures.~~

Laws and regulations governing the use of public right-of-way for small cell radio equipment and other telecommunication services.

B. ~~Knowledge of prProperty acquisition and relocation guidelines related to state-funded and federally-funded projects.~~

C. ~~Knowledge of lLaws related to securing of rights of way for street and highway purposes.~~

City of Hayward
Real Property Manager
Page 4

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Laws related to securing easements and property rights for the City's utilities and service facilities.

Laws pertaining to use of public right-of ways for telecommunication services.

Community resources as they pertain to relocation.

Ability to:

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~~D. Ability to e~~ Conduct negotiations using professional standards and in accordance with federal, state and local rules and regulations.

Collect, analyze, compile and interpret economic, technical and statistical data relating to real property, and to establish fair market values.

Remain apprised of current laws and regulations pertaining to areas of responsibility, including use of public right-of-way for small cell radio equipment and other telecommunications equipment.

~~E. Ability to a~~ Assist in hearings for cases on appeal in connection with federal, state and local projects.

~~F. Ability to i~~ Interpret maps, legal documents and engineering plans.

~~G. Ability to s~~ Supervise ~~technical administrative staff and outside consultants.~~

~~and~~ Complete work with exhibit a high degree of independence and initiative.

~~H. Ability to e~~ Communicate effectively both orally and in writing with the general public, tenants and property owners, outside contractors, and City officials and staff.

~~I. Ability to p~~ Provide real property assistance to other City ~~D~~epartments involving technical property issues and guidance on process.

Establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION

Any combination that would likely provide the required knowledge and abilities to perform the duties of this position would be qualifying. A typical way to obtain them would be:

Experience: Four (4) years of increasingly responsible experience in real property appraisals, negotiations, acquisitions, relocations, and property management, of which at least one year was spent managing right-of-way programs ~~at a high level position.~~ Experience with, or

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City of Hayward
Real Property Manager
Page 5

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exposure to placement of small cell radio equipment in public right-of-way is desirable. One (1) year of supervisory experience is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in Public or Business Administration, Engineering, Real Estate or a closely related field. Appropriate experience may be substituted for education on a year-for-year basis.

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Licenses and Certificates: Must possess and maintain a valid Class C California Driver's License. Possession of a SR/WA (Senior Right -of-Way Association) Certificate from the International Right of Way Association and familiarity with ~~microcomputers~~ is desirable.

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SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year.
763CS90

Revised September 1990

Revised September 199 January 27, 20220

APP GRP: 02

FPPC STATUS: Designated

FLSA STATUS: Exempt

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