



Code: 1602

Family: Planning and Urban Development

Service: Administrative Service

Group: Statistical, Technical and Analytical Group

Series: Real Estate and Legal Series

CLASS TITLE: SENIOR LAND ACQUISITION/DISPOSITION OFFICER

CHARACTERISTICS OF THE CLASS

Under general supervision, performs at the fully functional level where positions work independently in the acquisition and/or disposition of City-owned property, and performs other duties as required

ESSENTIAL DUTIES

- Participates in the acquisition and/or disposition of City-owned property, ensuring compliance with City ordinances and state regulations
- Orders title searches of sites being considered for acquisition and disposition
- Assigns appraisers to evaluate and determine the fair market value of property to be bought or sold
- Selects surveyors to provide certified plats of land and areas surrounding designated properties
- Drafts newspaper advertisements in order to publicize the availability of City-owned property
- Prepares and files legal documents needed to sell or purchase property
- Participates in the preparation of ordinances required to dispose of or purchase City property
- Reviews invoices to ensure appropriateness of charges for contracted services and forwards for payment
- Updates and maintains property related data in the Land Inventory System (LIS) and tax exempt status records for conveyed and sold parcels of land
- Responds to inquiries from managers, vendors, and operating departments concerning City-owned property
- Conducts site inspections of property to be bought or sold, as required
- Testifies at City Council proceedings regarding proposed acquisitions and dispositions of property, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of experience in the acquisition and/or disposition of real estate property; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

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- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *practices and procedures of land/property acquisition, development, and disposition
- *property appraisals, surveys, and title searches
- *applicable computer software packages and applications
- generally accepted real estate principles, practices, and procedures

Some knowledge of:

- real estate trends and fair market value of City-owned property
- database management, including data analysis and report preparation and writing
- applicable federal, state, and local laws, regulations, and guidelines
- *applicable mathematical principles and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

Other skills as required for successful performance in the Land Acquisition/Disposition Officer class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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* May be required at entry.

City of Chicago
Department of Human Resources
March, 2014