CLASS TITLE: Senior Land Disposition Officer

CHARACTERISTICS OF THE CLASS: Under direction, supervises and participates in the sale of City-owned real estate property; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises the preparation and placement of newspaper advertisements to publicize the availability of City-owned real estate property for sale; assigns appraisers to evaluate and determine a fair market value for property to be sold; requests plats of survey from surveyors and quit claim deeds from the Law Department; reviews documents regarding properties submitted by developers; evaluates developers' financial statements and makes appropriate recommendations accordingly; reviews land disposition and development activities to ensure that they are performed in compliance with appropriate city, state and federal laws and guidelines; coordinates and reviews the preparation of materials necessary to authorize approval of properties for sale; coordinates the processing of redevelopment agreements with developers; prepares ordinances as required for the disposition of properties; reviews and authorizes release of developers' good faith deposits as necessary; oversees and participates in the preparation and maintenance of correspondence and records; responds to inquiries from interested developers.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Four years of progressively responsible experience in the sale and/or disposition of real estate, including one year of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the practices and procedures of property disposition. Good knowledge of appropriate state, federal and city laws, ordinances and regulations. Good knowledge of departmental rules and regulations.

Ability to plan, assign, supervise and review the activities of subordinate personnel. Ability to prepare and maintain timely, concise and accurate reports.

Working skill in the application of the practices and procedures of land disposition. Working skill in establishing effective relationships with other departments and outside companies. Good oral and written communication skills.

October, 1991