

SNOHOMISH COUNTY JOB DESCRIPTION
REAL PROPERTY ADMINISTRATOR - PARKS

Spec No. 2245

BASIC FUNCTION

To administer the activities of the property management unit of the Department of Parks and Recreation that acquires, manages, appraises and negotiates for parks and other real property needed for county projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans and directs all office and field activities involved in the acquisition, title examination, appraisal, relocation assistance, and management of real property for parks and other county projects.
2. Prepares, schedules and monitors progress for programmed real property acquisition.
3. Oversees the selection, coordination, and monitoring of consultants providing title review, real property acquisition, appraisal, relocation assistance and other services.
4. Coordinates operations with other county departments and programs, the Prosecuting Attorney's Office and outside agencies, citizen groups and the general public as necessary; provides technical assistance to other public works sections as required.
5. Develops and implements policies, procedures and budgets related to specific division functions and ensures that area of operations complies with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
6. Participates in the conduct and review of studies, needs assessments and other activities used to plan or evaluate services provided in the area of assignment.
7. Prepares reports and recommendations to the County Council, various community groups and outside agencies as necessary; may conduct or participate in public hearings to explain program plans and solicit public input.
8. Responds to inquires from the public regarding specific problems or issues in area of assignment.
9. Recommends modifications to county codes and associated regulations, procedures and standards.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in real estate or other field directly related to property management; AND, six (6) years experience in acquisitions, sales, leasing and management of real property, experience as a right of way agent helpful, including one (1) year of supervisory experience;

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MINIMUM QUALIFICATIONS (Continued)

OR, any equivalent combination of education and experience which provides the knowledge, skills, and abilities necessary to perform the work. Must pass job related tests.

PREFERRED QUALIFICATIONS

Appraisal License, Certified General Real Estate Appraiser preferred.

SPECIAL REQUIREMENTS

Must have the ability to obtain certification as senior member (SR/WA) of the International Right-of-Way Association within one (1) year of employment.

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- methods and techniques utilized in the appraisal of real property
- methods and techniques used in negotiating
- state and federal laws concerning the acquisition of land for park purposes
- legal instruments utilized in real estate transactions
- location and use of recorded information relating to real property ownership, encumbrances and zoning
- management of real property
- principles and practices of planning, organization and supervision
- principles, practices and procedures associated with budget preparation and administration

Ability to:

- plan, coordinate and supervise all park department acquisitions
- supervise and evaluate the work of consultants
- develop work plans, schedules and budgets
- allocate and make effective use of available resources
- prepare accurate detailed appraisal reports
- read and interpret property descriptions, survey maps and engineering plans and profiles
- negotiate the purchase, use and sale of rights to real property
- draft contracts, bills of sale, easements and other real property instruments
- assess the relative advantages and disadvantages of alternative courses of action
- gather, analyze, synthesize and evaluate a variety of data including statistical data

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KNOWLEDGE AND ABILITIES (Continued)

- read, interpret and apply federal, state and local laws, rules and regulations governing area of assignment
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public
- communicate effectively, both orally and in writing

SUPERVISION

Employee reports to and receives direction from the Director of Parks and Recreation. The employee supervises consultants. The work requires considerable independent judgment in planning and supervising projects and programs and in resolving administrative and technical problems within the framework of established policies, budgetary limitations, and sound engineering, right-of-way and supervisory practices. Performance is evaluated through conferences and the review of work accomplishments to determine program effectiveness and adherence to established policies and procedures.

WORKING CONDITIONS

The work is performed in an office environment with frequent field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Physical hazard from traffic and driving in varying weather conditions may be present. Meetings or project requirements may involve working evenings or weekends.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 2002
Revised: June 2017
EEO Category: 2 - Professionals
Pay Grade: 244 – Classified Pay Plan
Workers Comp: 1501 - Hazardous