

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000328
Grade 25**

REAL ESTATE SPECIALIST III*

DEFINITION OF CLASS:

This is full performance real estate/property acquisition work involved in coordinating and implementing the site selection process for new County facilities; the acquisition, leasing, reuse, or disposition of properties and/or buildings for use by County Agencies or for use by the public; or, the acquisition and disposal of public rights-of-way necessary to complete Capital Improvement Projects in the County. Contacts may include representatives of County Government Agencies, the County Chief Administrative Officer, County Council members and staff, quasi-government agencies such as utility companies, and the private sector (i.e., brokers, landlords, homeowner and community groups, and law firms). The purpose of these contacts is to review work and coordinate daily work operations, exchange information about proposed acquisitions, make formal presentations and discuss concerns, resolve conflicts, and/or conduct negotiations related to property acquisition terms and conditions. Work includes contact with County residents but does not involve providing direct public service or assistance on a one-to-one, regular, and sustained basis.

An employee in this class interprets and analyzes real estate market values and prepares and/or assesses appraisals; researches and gathers information from a variety of sources (property ownership, design structure, neighborhood demographics, facility functions, etc.) to develop reports and recommendations concerning specialized aspects of real estate/property acquisition functions (i.e., site selection; acquisition, lease, reuse, disposition of properties/buildings; acquisition and disposal of public rights of way); and/or follows through to finalize the chosen course of action through drafting and negotiation of contract documents. Employees at this level plan and coordinate large and complex real estate/property acquisition projects and exercise considerable independence in carrying out all necessary steps to complete the project. Results are reviewed in terms of feasibility and effectiveness in meeting requirements and objectives of the assignment. General guidelines are available in the form of Federal and State real estate and contract laws, standards, and ethics, as well as Montgomery County regulations, procedures and requirements; with the exception of leasing agreements which are not governed by State or County regulations or County procurement requirements. The regulatory nature of guidelines and/or lack of regulatory guidelines require that an employee use initiative in interpreting, devising, adapting, or developing new standards, principles, practices, criterion, terms, conditions, and conclusions that are defensible, provide alternatives, deal with complex and conflicting issues, and achieve stated outcomes. The complexity of the work is recognized by the different and potentially conflicting requirements and needs of different groups involved in the real estate/property acquisition process, the variety of different real estate/property acquisition transactions represented in the work, the breadth of specialized and working knowledge of various fields applied while coordinating major property acquisition/disposition projects, and the various phases and deadlines that must be established and met during the course of the project. The work of an employee in this class impacts the County Government's ability to acquire adequate and appropriate property and facilities for use by County Agencies; the start of County road projects and other acquisitions for parks, landfills, storm drains,

sidewalks, and rail stations; and, the County's financial obligations/income resulting from the purchase, sale, or lease of property. The majority of work is performed in a comfortable office setting. Occasional visits to the field to inspect properties, meet with homeowners and/or their representatives, assess property values, or monitor remodeling progress do not present significant hazards or physical demands. Meetings may occur on weeknights and occasionally on week-ends.

EXAMPLES OF DUTIES: (Illustrative Only)

- Develops, manages, and implements major land/facility acquisition or disposition projects supporting County-wide operations. The work involves site selection and acquisition of property for new County facilities; acquisition, leasing, reuse, or disposition of properties and/or buildings for use by County Agencies or for use by the public; and/or, acquisition and disposal of public rights-of-way.
- Conducts research and analysis and prepares comprehensive reports and recommendations which may include but are not inclusive of the following: identification of Agency/Departmental program requirements, resources, and customer base; identification of properties through commercial real estate contacts, listings, and site visits to identify those that match requirements; research of land records and assessment records to determine history of ownership, transfers, easements, liens and other encumbrances, and "prior rights" assessments and utility relocations costs for CIP projects; collection and/or assessment of data on real estate market transactions, land records, tax assessments, comparable sales, etc. to determine market worth of property and/or appropriateness of County's bid; development and analysis of statistical and quantitative data on demographics, traffic patterns, environmental impact, and financial considerations impacting terms and conditions of major land/facility acquisition or disposition projects.
- Makes recommendations to high level County officials and staff representatives concerning building sites, facilities, and other types of property transactions appropriate to meet County needs and available resources, including possible alternatives, as necessary; develops and presents cost implications and budgets for projects; prepares specifications for and rankings of proposed commercial and residential space needed by the County; and, coordinates details of terms and conditions of lease agreements and/or bids.
- Conducts negotiations with property owners, attorneys, and other representatives as necessary regarding terms and conditions of acquisition or lease arrangements/contracts; and, prepares and processes necessary documentation, i.e., transfer agreements, contracts, deeds, easements, "advance taking" proceedings, condemnation documents, and/or fee appraisals.
- Staffs site evaluation committees established to resolve site evaluation issues for each building project, consisting of representatives from all County departments/agencies and outside organizations (i.e., citizen advisory groups or homeowner associations.).
- Administers and directs the management of all lease agreements entered into by the County and responds to all inquiries from the public and private sector regarding the leasing of County owned real estate; conducts site inspections for compliance with lease provisions; obtains agreement on and recommends work programs as appropriate.
- With regard to leasing projects, directs the planning, scheduling, and coordination for tenant improvements and buildout; oversees changes to design and construction, issuing field orders and other instructions for change; verifies funding availability; reviews and recommends approval of costs of changes, including invoices for construction and operating expenses; schedules and conducts progress meetings throughout construction; verifies/conducts final acceptance inspection, develops punch list, and brings project to completion.

- Maintains contact with County officials and staff, owners, attorneys, etc. through meetings, written correspondence and telephone calls to solve problems and gain agreements for the acquisition, sale, lease or other disposition of property/space.
- Coordinates abandonment proceedings, arranges for abandonment hearings, collects exhibits and follows all legal proceedings required.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of real estate laws, regulations, principles, and practices and/or legal procedures, requirements, and documentation applicable to leasing, sale, purchase, reuse, disposition, and/or condemnation of real estate (i.e., properties or facilities) and rights-of-way.
- Considerable knowledge of the principles of land economics and appraisal methods and analysis used to value different types of commercial, farm, or residential property.
- Considerable knowledge of eminent domain, contract law, and County/State laws governing the acquisition of rights-of-way by purchase, lease or condemnation.
- General knowledge of engineering principles as they relate to land development, building and land use suitability determinations, and interpretation of information on engineering maps, plats, and plans.
- General knowledge of financial analysis techniques and software as tools in the evaluation of alternatives in developing recommendations and resolving problems related to real estate acquisitions and dispositions.
- General knowledge of zoning, planning, land subdivision, and land development processes and the existence of and implications of various zoning classes.
- Ability to negotiate purchase, sale, and lease agreements on behalf of the County in its role as landlord, tenant, purchaser, or seller.
- Ability to read and understand deeds and other instruments of real estate conveyance, to interpret construction and location plans and property descriptions, and to prepare title abstracts.
- Ability to communicate effectively both orally and in writing.
- Ability to deal tactfully, equitably and effectively with people.
- Ability to attend meetings or perform work at locations outside the office and on weeknights or occasionally on week-ends, as necessary.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of experience in the acquisition and/or disposition of real estate/property, which may include leasing management, land appraisal and contract preparation and/or administration.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: January 1973

Revised: November 1987

Classification Study: December 1995 (M)

Classification Study: April 2001(M)

Classification Study: April, 2006(M)

August 2013

August 2014

Formerly Titled: "Property Acquisition Specialist III"