

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

**Code No. 000329  
Grade 23**

**REAL ESTATE SPECIALIST II**

**DEFINITION OF CLASS:**

This is mid-level real estate/property acquisition work involved in the acquisition, disposition, re-use, lease, and rental of properties and buildings for public use. Contacts include representatives of County Government and outside agencies, local utility companies, landlords, and representatives of homeowner and community groups, broker firms, or law firms. The purpose of these contacts is to coordinate daily work operations, exchange information about proposed acquisitions, resolve conflicts, make formal presentations and discuss concerns, and 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 investigates real estate market values and prepares appraisals, examines and analyzes property ownership, negotiates property acquisitions, and prepares contract documents to acquire either through sale or lease, property, buildings, land, and easements for the purpose of providing public services, constructing public highways, buildings, parks, drainage facilities, and utilities required for County use. Employees work in either acquisitions of land for building projects; or, leasing space for the provision of community services by departments and agencies and renting County-owned facilities to private service providers or schools. The employee's work is performed under general direction and completed work is subject to review for technical soundness and conformity to established requirements, methods, procedures, and policies. General guidelines are available in the form of State and/or Federal real estate and contract laws, standards, and ethics as well as Montgomery County regulations, procedures, and requirements. At this level, the employee is developing expertise in interpreting, adapting, and applying regulatory guidelines to a variety of standard and nonstandard situations, transactions, and negotiations. The complexity of this work is characterized by thorough research and assessment of all variables of property/financial analysis which change with every property considered; and, by the responsibility the employee has to represent and protect the County's interest when conducting negotiations. The work of employees 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 representative, 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)**

- Conducts negotiations with property owners, lawyers or other representatives for the acquisition of real estate for public building projects.

- Negotiates, prepares, manages and administers commercial leases for space utilized by County departments/agencies, approving monthly rental payments.
- Negotiates, prepares and administers leases involving property owned and leased by the County to the private sector (e.g., closed schools).
- Obtains data on real estate market transactions to determine appropriate market worth of property under consideration by the County.
- Prepares and processes deeds, Executive Orders, option contracts and resolutions, easements, Advance Taking Proceedings, condemnation documents and Fee Appraisals as needed.
- Reviews appraisals submitted by contractors and determines County's bid accordingly.
- Maintains contact with owners, attorneys, etc., through meetings, written correspondence and telephone calls to solve problems and gain agreements for the sale or lease of property/space.
- Coordinates proceedings for sale of County property, prepares prospectus and other exhibits, arranges for public hearings and executes sale contracts.
- Serves on tenant selection committee.
- Inspects buildings for compliance with lease provisions and to ensure that appropriate maintenance is provided.
- Researches land records and assessment records regarding ownership of property, transfer of property, easements, liens and other encumbrances.
- May write appraisals which involve researching land records, comparable sales, tax assessments and other resources available.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the basic principles and practices of real estate principles, laws, and regulations 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.
- Knowledge of the principles of land economics and appraisal methods and analysis used to value different types of commercial, farm, or residential property.
- Knowledge of eminent domain, contract and real estate law, and County/State laws governing the acquisition of rights-of-way by purchase, lease, or condemnation.
- 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, to prepare title abstracts, and to read plans for the purpose of noting property lines, and possible right-of-way easements.
- Familiarity with financial analysis techniques and software as tools in the review/analysis of information related to real estate acquisitions and dispositions.
- Familiarity with zoning, planning, land subdivision, and land development processes and the existence of and implications of various zoning classes.
- Ability to deal tactfully, equitably and effectively with people.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform work at locations outside the office and attend evening and occasional weekend meetings if necessary.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) 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

December, 1995 (M)

April, 2006 (M)

August, 2013

August, 2014

October, 2014

**Formerly Titled:** "Property Acquisition Specialist II"