

REALTY SUPERVISOR

KIND OF WORK

Supervisory land acquisition, involving real estate valuation, negotiation or coordination services/activities. Clientele may include landowners, real estate companies, private corporations, federal agencies, county land commissioners, county courthouse personnel, state attorney general staff, DNR staff, DOT relocation staff, and the general public.

NATURE AND PURPOSE

Under general direction, exercise administrative and technical control over real estate and/or land exchanges. Acts as technical consultant and advisor in development of annual agency acquisition plan, appraisal standards and procedures. Provides supervision to staff. This position differs from Real Estate Managers in having a smaller area of responsibility and less discretion in implementing policies and procedures and changing organizational structure.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manages the appraisal and negotiation of interests in land so that the department's land acquisition goals are met by assigning and reviewing work, resolving problems that realty subordinate staff have not been able to handle, and coordinating work plans with DNR divisions.

Advises management on the development of the annual agency acquisition plans so that they have realistic expectations of time frames for completing work by compiling information on how long different types of transactions take and what staff can do.

Plans staff activities, priorities and assignments so that the unit functions efficiently by determining which acquisitions are most important, the most logical organization of duties, and the most efficient way to proceed.

Administratively supervise a unit/section to ensure the effective allocation of human resources by interviewing, selecting staff affirmatively, assigning, scheduling, directing, evaluating work performance, recommending achievement awards, and disciplining subordinate staff.

Advises management on policies and procedures related to acquisition work by recommending changes in policies and procedures to accommodate changes in law or regulations, to resolve problems in current work processes or to improve efficiency.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of the real estate industry (public and private) sufficient to provide effective land acquisition services.

Agency programs sufficient to implement land acquisition program successfully.

Planning procedures and practices sufficient to develop short and long-range plans for land acquisition.

Human resource policies, procedures, and labor contracts sufficient to establish priorities, make work assignments and approve the completed work of a large to moderate-sized group of professional and technical or clerical employees.

Laws, rules and regulations governing real estate business sufficient to interpret and enforce them.

Techniques of real estate valuation and acquisition procedures sufficient to ensure compliance.

Ability to:

Communicate effectively with clientele sufficient to define evaluation techniques, acquisition needs, laws and procedures.

Provide leadership in land acquisition services.

Collect, analyze, interpret and present complex data in written form.

Est.: 7/87T.C.:

Rev.:

Former Title(s):