



Property Agent Senior

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	17250	Salary Grade:	UA8
Approved:	October 24, 1997	Last Revised:	October 26, 2017

Purpose:

Under limited supervision, identifies, negotiates, and closes the acquisition of real estate for lease or purchase for the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Negotiates the terms, conditions, and special requirements of deeds, easements, title company issues, contracts, law requirements and property inspections.
2. Coordinates and manages leases or use of City-owned space; negotiates and prepares lease/use agreements.
3. Consults with City Attorneys, Budget Office, and other departments. Presents before Boards and Commissions, community groups, and various external stakeholders.
4. Evaluates and participates in the sales process of City-owned property.
5. Reconciles annual leases, development agreements, and revenue leases.
6. Analyzes Commitments for Title Insurance and documentation, including but not limited to, exceptions to title, easements, tax liens, judgments, boundary line agreements, mineral estate, royalty interests, restrictions, probate, deed of trust liens, and bankruptcy documents.
7. Coordinates and corresponds with project managers, appraisers, inspectors, surveyors, land planners, property owners, attorneys, companies, developers, title companies, real estate agents, and others. Provides recommendations to project managers.
8. Determines alignment, strategy, and scheduling of projects by participating in team meetings.
9. Prepares closing instructions to Title Company and documents, including warranty deed, easement, and release of liens.
10. Prepares appraisal district data on properties, tracts, and owners by researching, compiling, and analyzing data.
11. Determine extent of property requirements by examining field notes, engineering plans, and property maps.

Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, and guidance to others.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of real estate practices and/or property title clearing and conveyance.
- Knowledge of City, State, and Federal laws and regulations.
- Knowledge of construction plans, zoning maps, appraisal district maps, and site plans.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software.
- Skill in data analysis and problem solving.
- Ability to evaluate contract agreements.
- Ability to read, write, and interpret real estate legal descriptions.
- Ability to negotiate.
- Ability to manage time effectively.
- Ability to maintain files and keep accurate records.
- Ability to research and interpret blanket type easements, judgments, boundary line agreements, and other documents.
- Ability to read and interpret field notes, engineering plans, site plans, and maps.
- Ability to work with multiple stakeholders.
- Ability to resolve discrepancies.
- Ability to work with frequent interruptions and changes in priorities.

- Ability to exercise good judgment, tact, and diplomacy in all public dealings.
- Ability to establish good working relationships with other city employees and the public.

Minimum Qualifications:

- Graduation with a Bachelor's degree from an accredited college or university with major course work in a field related to the job, plus four (4) years of experience in a related field to real estate activities such as buying, selling, mortgage lending, commercial banking/commercial real estate, property management, real estate paralegal experience, or title conveyance.
- Experience may substitute for education up to four (4) years.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.