

MAJOR FUNCTION

This is responsible, professional and administrative work in the procurement, disposition and management of real estate for Blueprint. This position manages and organizes the acquisition of numerous parcels and prioritizes the acquisition workload to keep the Blueprint projects on schedule. The work includes responsibility for and supervising of contractors who negotiate, secure and implement residential and business relocations, and manage property purchased by Blueprint and negotiate to dispose of property owned by Blueprint in accordance with the Blueprint Real Estate Policy. This position includes the supervision of an employee(s). Considerable independent judgment, discretion and initiative are exercised in handling responsibilities. Work is performed under direction of the Blueprint Director and the work is reviewed through conferences, reports, observations and by measurable results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs and coordinates real estate acquisitions or dispositions between landholder, Blueprint Attorney, appraiser, surveyor, and title company. Negotiates real estate purchases, sales, leases, and easement acquisitions or manages consultants to do same. Makes personal contact with property owners and/or their representatives. Performs site searches and ownership research on properties for transportation and utilities rights of way acquisition. Prepares right of way cost estimates for projects and reviews appraisals. Assists with pre-negotiation conferences, pre-litigation and pre-construction conferences. Oversees the pre-suit condemnation of property when necessary and assists the Blueprint Attorney or retained counsel in post-suit acquisition. Develops quality and productivity process improvements to improve services and effectiveness. Oversees the management of Blueprint property. Administers and maintains all real estate records and documents, including an inventory of all Blueprint-owned property. Makes recommendations regarding priorities, schedules, budgets and purchasing decisions. Prepares right of way status reports and other correspondence and written reports necessary to the operations of Blueprint. . Reviews and/or approves all requests for payment relating to Blueprint real estate purchases. Makes effective recommendations concerning the promotion, hire, transfer, grievance resolution, discipline or dismissal of assigned staff. Evaluates subordinate personnel performance and recommends the approval or denial of merit increases. Performs related work as required.

Other Important Duties

Assist other Agency departments with capital and non-capital project real estate needs. Serve on committees as necessary.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of Florida real estate principles, practices and laws. Knowledge of voluntary and involuntary acquisition of real estate for capital projects. Knowledge of real estate document including agreements, contracts, easements, leases, deeds, releases, disclaimers, etc. Knowledge of procurement and relocations policies. Knowledge of procedure formation, management, supervision, training and performance evaluation. Knowledge of surplus property disposition. Ability to manage and organize the acquisition of numerous parcels and prioritize the acquisition workload to keep the Blueprint projects on schedule. Ability to understand and evaluate title work, surveys, right of way maps and plans, appraisals, environmental assessments, closing documents and miscellaneous documents relating to real estate. Ability to formulate budgets and maintain budgetary control and to interpret financial and audit reports. Ability to make presentations to committees and boards, including the Intergovernmental Agency Board. Ability to perform critical thinking and analysis, prioritize work under pressure and provide information to external and internal customer

Excellent oral and written communication skills. Skill in managing multiple projects simultaneously. Skill in understanding and analysis of complex title issues, real estate, appraisals, surveys other matters pertaining to real property. Management skills relating to budget, finance, human resources and procurement.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, real estate, or related field, and six years of professional experience that includes real estate transactions and/or real estate management, real estate appraisal, or a related field; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-31-20

Revised: 12-22-20