

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106245

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate Planning & Leasing

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Real Estate Supervisor POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Oversee real estate services & activities for agencies, boards, commissions, elected officials, colleges & universities, assures efficiency & quality is maintained & supervises assigned staff: monitors functions related to commercial leasing, real estate acquisitions, real estate conveyances, state-owned leases, licenses, permits, annexations, easements, and other real estate related program areas; directly supervises Real Estate Specialist personnel (e.g., coordinates personnel assignments, maintains production standards, reviews status of work in progress; approves time & requested leave, administers discipline); provides direct training & development to real estate specialist staff; reviews, ensures quality assurance & approves real estate documents & legal instruments for final preparation, processing & distribution by real estate staff; provides performance data related to oversight of real estate specialist personnel, & comprehensive progress reports as needed; performs public relation duties & responsibilities in Program Administrator's absence; researches & responds to legislative, media & general inquiries of office; serves as direct back-up, & maintains & oversees all databases within Office of Real Estate & Planning in Program Administrator's absence (e.g., ProLease Commercial Lease & State Owned Property); analyzes data contained in databases to assist in performance measures and organization metrics.</p>	<p>Knowledge of (1) real estate drawings (e.g., plat/tax maps, blueprints); (2) commercial real estate (e.g., leasing, sales, property management, acquisition, appraisal/title review); (3) human relations; (4) supervision; (5) real estate practices, procedures & law; (6) agency policies & procedures*; (7) government structure & process*; (8) business administration (e.g., structure of organization). Skill in (9) use of personal computer & associated hardware/software (e.g., MS Word, Excel, Microsoft Office Outlook*); (10) mathematical calculations (e.g., fractions, decimals, percentages). Ability to (11) define problems, collect data, establish facts & define valid conclusions; (12) maintain accurate records; (13) originate real estate documents & correspondence to complete transactions; (14) prepare meaningful, concise & accurate reports; (15) proof-read technical materials, recognize errors & make corrections; (16) handle routine & sensitive telephone inquiries from officials & general public; (17) cooperate with co-workers on group projects; (18) prioritize projects, multi-task & manage time; (19) create & maintain congenial work environment as supervisor of work unit.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE
Jeffrey Westhonen/ce

DATE
9/10/12

POSITION NUMBER
20005706

JOB CODE TITLE
Real Estate Specialist Supervisor

JOB CODE
84595

Apd 9-10-12 (AR)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106245

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate Planning & Leasing

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005706

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Real Estate Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Serves as liaison between state agencies, state & local public officials, state colleges, universities, attorneys & private developers performing various real estate activities: researches & analyzes materials, information & program activity within assigned areas of responsibilities; analyzes & evaluates consultant proposals & scope of services; develops or participates in establishing policies, procedures, & processes for program responsibilities within related areas of real estate; prepares, develops & maintains comprehensive reporting systems for assigned areas of responsibility; prepares reports, correspondence, documents & legal instruments as needed; acts as liaison to state agencies, boards, commissions, colleges & universities, attorneys, private developers, etc. as required to perform program responsibilities; attends & conducts meetings to advise on procedures, conferences, seminars &/or workshops on related topics; reviews & responds to customer inquiries & complaints.	Knowledge of 2, 3, 5, 6*, 7* Skill in 9 Ability to 11, 12, 13, 14, 15, 16, 17, 18
25	Performs related administrative duties: performs comprehensive real estate specialist activities, duties, tasks, and responsibilities: represents Administrator in Administrator's absence at State Controlling Board & General Assembly sessions; assumes responsibility & authority in Administrator's absence, when asked; performs other related duties, as needed.	Knowledge of 2, 3, 5, 6*, 7*, 8 Skill in 9 Ability to 11, 12, 13, 14, 15, 16, 18

JOB CODE TITLE
Real Estate Specialist Supervisor

JOB CODE
84595

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhonen/ea

DATE

9/10/12

Appl 9.10.12 (at)