

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106255

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate & Planning

COUNTY OF EMPLOYMENT
FRANKLIN

POSITION NUMBER
20005630

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Commercial Real Estate Specialist
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005706 Real Estate Specialist Supervisor

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type: Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|--|---|
| 80 | Performs multi-level real estate services on behalf of state agencies, boards, commissions, colleges & universities as required (e.g., leasing of commercial office, warehouse or other types of space; land leasing; commercial property acquisitions & sales; oil & gas leasing on state land; granting of easements; permits & licenses for state land use; reviewing appraisals); communicates & corresponds with appropriate parties to establish terms & conditions of leases, easements, permits, licenses, acquisitions & sales covering state owned property & commercially leased property; locates suitable state owned or commercial space for use by state agencies; identifies & selects site; conducts real estate market analysis; negotiates lease terms & provisions with property owners, developers, utility companies, cities, counties, other governmental agencies, not-for-profit entities & others; prepares real estate documents & any necessary financial analysis; provides assistance for controlling board meetings; oversees lease compliance; acquires property for state use or disposes of state property; selects site, conducts real estate market analysis; negotiates acquisition or disposal terms & provisions with property owner, developers, utility companies, cities, counties, other governmental agencies, not-for-profit entities & others; prepares real estate documents (e.g., legislative act, sales packages, financial analysis); coordinates appraisal and other assessments or reviews; performs closing & post-closing activities; leases state owned property or grant easements, licenses or permits on state land; negotiates lease terms & provisions with property owners, developers, utility companies, cities, counties, other governmental agencies, not-for-profit entities & others; prepares real estate documents & any necessary financial analysis, appraisal & other assessment coordination & review. | 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) real estate practices, procedures & law; (5) agencies' policies & procedures*; (6) government structure & process*; (7) business administration (e.g., structure of organizations). Skill in: (8) use of personal computer & calculator (e.g., MS Word, Excel, Outlook); (9) mathematical calculations (e.g., fractions, decimals, percentages). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) maintain accurate records; (12) originate real estate documents & correspondence to complete transactions; (13) prepare meaningful, concise & accurate reports; (14) proofread technical material, recognize errors & make corrections; (15) handle routine & sensitive telephone inquiries from officials & general public; (16) cooperate with coworkers on group projects; (17) prioritize projects, multi-task & manage time; (18) initiate projects without direct supervision. |
| 20 | Serves as liaison with state agencies, boards, commissions, colleges & universities to advise on real estate practices & procedures: reviews & responds to informational inquires & complaints; produces real estate documents (e.g., advertisements, charts, spreadsheets) to effect real estate transactions; maintains organized, accurate records & files relating to real estate activity & transaction; remains current in assigned areas of responsibility; attends seminars, workshops, continuing education coursework; takes part in discussions; reads relevant publications; performs other duties as assigned. | Knowledge of 2, 3, 4 Skill in 8 Ability to 10, 11, 14, 15, 17 *developed after employment |

JOB TITLE
Real Estate Specialist

JOB CODE
84592

apl 12-00-08

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhovenke

12/4/08