

## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Real Property Agent
------------------	---------------------

### GENERAL PURPOSE

Under general direction, implements real property processes and procedures within the Engineering Services Department; performs a variety of responsible professional and technical activities associated with the acquisition and disposition of real property interests; prepares and reviews for accuracy legal descriptions of real property for the District; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey-level classification. Incumbents perform the full range of assigned duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Real Property Manager. Exercises no direct supervision over staff.

### TYPICAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Conducts negotiations with property owners for the acquisition of real property, rights of way, easements, construction easements, right of entry and other interests in real property; confers with legal counsel on matters pertaining to eminent domain cases and to ensure that documents conform to legal requirements; drafts agenda items for Board approval of land purchases and sales and rights of way acquisition; attends settlement conferences to convey settlement offers.

- Collaborates with District project engineers and other staff to fully understand the Real Property needs of the project, collects information to develop a working knowledge of the project to convey and disseminate such information to potentially affected property owners.
- Researches and examines County Assessor and other public records, including parcel maps, existing unrecorded easements, and tracts maps to identify ownership of property potentially affected by proposed District facilities and to determine property rights and descriptions; performs title searches when required.
- Orders and evaluates appraisal reports and preliminary title reports to determine present and future value of property affected by proposed facilities; determines applicable sewer or water easement documents; advises and coordinates with District engineers, staff and consultants on real property issues related to design and alignment of proposed and existing facilities; makes recommendations regarding appraised value for purchase or acquisition of easement and fee parcels.
- Prepares and processes reports and records, including legal property descriptions, escrows, consultant contracts, legal documents, purchase orders, reports concerning property rights, project schedules, and documents needing to be notarized for acquisition of property and easements and the sale of excess property.
- Participates in the negotiation of and reviews contracts for the purchase or lease of real property and monitors the performance of these agreements.
- Prepares and maintains records of property purchase or sale and acquisition easements for rights of way.
- Acts to protect District real property interests against unwanted encroachment or acquisition.
- Administers the organization, safe-keeping, and retrieval of records describing existing property and easements and facilities occupying such property and easements.
- Coordinates and works with legal counsel on vacations and relinquishments and on the sale of excess property.
- Coordinates activities with other governmental property managers and real property agents.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

Knowledge of:

- Principles and practices of real property law, real estate and property leasing contracts, land acquisition and disposition for public purposes, real estate negotiations, property management, and appraisal.
- Principles and practices of contract administration and evaluation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Real estate practices and laws pertaining to the appraisal, negotiation, and disposition of land as well as the administration of land use, rental, and leasing agreements.
- Procedures and instruments of real estate law and land ownership transactions.
- Methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts, and other property related documents.
- Property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Record keeping principles and procedures.
- Terminology, methods, and practices of land surveying.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze technical data and legal requirements regarding real property issues, evaluate alternatives and make sound recommendations within established guidelines.
- Perform sound property appraisal analysis.
- Read and interpret engineering drawings and sketches and legal descriptions.
- Research and establish property ownership.
- Prepare clear, concise, comprehensive and legally sound documents and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Eastern Municipal Water District  
Job Title: Real Property Agent  
Last Update: January 2024

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Two (2) years of experience providing professional support to real estate program involving the acquisition and disposition of property rights in a public agency.

Education:

- Bachelor's degree from an accredited college or university with major coursework in real estate, public administration, engineering, planning or a related field.

Licenses/Certifications:

- International Right of Way Association Right of Way Negotiation and Acquisition Certificate (NAC).
- Notary Public License.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to walk on level, uneven, or slippery surfaces; to operate a motor vehicle and visit various District sites; and vision to inspect

Eastern Municipal Water District  
Job Title: Real Property Agent  
Last Update: January 2024

site conditions. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Real Property Agent  
Last Update: January 2024

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Real Property Agent. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_