

8830  
8831(NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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12/15/10  
Revised

**TITLE: REAL PROPERTY SERVICES MANAGER  
REAL PROPERTY SERVICES MANAGER (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to plan, direct, supervise, and coordinate the acquisition, disposition, valuation, recordation, lease negotiation, displace relocation and property management activities for real property interests of the city; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** Development Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Development Director. Exercises administrative direction and general supervision over professional, technical, and administrative support staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plan, assign, supervise, review, and participate in the technical activities of appraisal, negotiation, investigation, relocation and recording related to city real property interests, purchases, leases, easements, rights-of-way, condemnations, sales and other real property services.
- Develop and implement goals and objectives; establish schedules and methods for property acquisition and management activities; implement policies and procedures.
- Oversee the maintenance of files and records of property services activities.
- Analyze the appraisal and title research needs of assignments and determine the advisability of contracting work.
- Interview, select and review the work of independent title and appraisal firms.
- Conduct negotiations with property owners and other parties of interest.
- Coordinate property services activities with other city departments and divisions, and with outside agencies.
- Represent the city in the community and at professional meetings as required.
- Respond to difficult citizen complaints and requests for information.
- Oversee the preparation and administer the divisional budget.
- Supervise, train and evaluate assigned staff.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of real property appraisal and management.
- Principles and practices of redevelopment land transactions.
- Principles and practices of relocation of residential, commercial and industrial uses.
- Economic and legal principles and practices of real property transactions.
- Applicable federal, state, and local laws, regulations, and policies related to property acquisition, appraisal, negotiation, and disposal, relocation and other public property services activities.
- Principles and practices of organization, administration, budget and personnel management.
- Personal computer operation and applications.

### Ability to:

- Plan, assign, supervise, review, and participate in the technical activities of appraisal, acquisition, negotiation, displacement relocation and investigation related to city real property interests.
- Understand and interpret engineering plans, maps, surveys and legal documents.
- Prepare comprehensive and complex technical reports.
- Communicate clearly and concisely, orally and in writing.
- Interpret and make decisions in accordance with laws, regulations and policies.
- Supervise, train and evaluate assigned staff.
- Operate a personal computer and applicable software programs.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. A Bachelor's Degree from an accredited four-year college or university with major work in business administration, economics, real estate, or a closely related field is highly desirable.

Experience: Five years of increasingly responsible professional administrative experience in the appraisal, acquisition, and management of public property.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Real Property Services Manager

**TO:** Assistant City Manager