

FACILITIES PLANNER AND REAL ESTATE OFFICER

DEFINITION

Under direction, administers the County's fixed asset property control system; plans, recommends and administers the acquisition, sale or lease of property for Dane County; assists in the completion of budget and management analysis; performs related duties as required.

EXAMPLES OF DUTIES

Maintains automated inventory of County fixed assets including their appreciated or depreciated values providing data for property control, accounting and risk management purposes; analyzes space needs and maintains related records; provides space needs staff support to policy and decision makers including furnishing space needs information; consults with County officials, management and staff to provide information, coordination and other assistance in planning and scheduling projects requiring purchase, sale or lease of property; negotiates for services of fee appraisers, surveyors and consultants as necessary to complete projects; recommends offering prices for property being purchased, sold or leased; reviews contracts, easements, deeds, encroachment and access rights for all properties purchased; negotiates for the purchase, sale or lease of property at the direction of County Executive and Space Needs Committee; solicits public input on proposed County property or rental settings by arranging and participating in public hearings for the area affected including making proper public notice and notifying appropriate local governmental officials; determines and contacts individuals potentially needing relocation assistance due to possible County acquisitions to explain their relocation rights as well as to determine their residency needs, statutory relocation assistance payments and relocation timetable for incorporation into a relocation plan for submission to and approval by the State of Wisconsin Department of Development; reviews proposals for right-of-way locations across County property; prepares right-of-way cost estimates; assists Corporation Counsel in the preparation of documents necessary for the leasing, optioning, purchasing or sale of property; assists Corporation Counsel in real estate litigation including condemnation proceedings.

EMPLOYMENT STANDARDS

Education and Experience: Two years full-time real estate broker experience and any combination of training and experience equivalent to a Bachelor's degree in business administration with a major course work in real estate or a related degree/major. Prefer experience in right-of-way or governmental/utility real estate acquisition experience and course work completion through the American Institute of Real Estate Appraisers or Society of Real Estate Appraisers.

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Knowledges and Abilities: Extensive knowledge of facilities management techniques; extensive knowledge of real estate acquisition laws and procedures, including knowledge of eminent domain real estate acquisition; working knowledge of property values including the effects of economic trends upon such values; working knowledge of rental procedures, standard and commercial leasing, and land use leasing; ability to successfully conduct real estate negotiations; ability to interpret all types of real estate related legal documents; ability to establish and maintain effective working and public relations.

Licenses and Other Requirements: Current State of Wisconsin Real Estate Broker licensure is preferred and possession of or eligibility for a valid Wisconsin driver's license and access to personal transportation.

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