City of Bellingham
Classification Specification

CLASS TITLE	**Property Acquisition Specialist**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**113**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**PP/13/1023**

NATURE OF WORK:

Provides advice and assistance with the acquisition of real property and property rights for City departments. Performs complex right-of-way and property ownership title research, coordinates due diligence and closing procedures for real estate transactions, and manages property records and the City deeds and easements database.

DISTINGUISHING CHARACTERISTICS:

The Property Acquisition Specialist classification is distinguished by its emphasis on assisting with the acquisition of real property and property rights for City departments. The Property Acquisition Specialist also performs complex right-of-way and property ownership title research, assists with communications involving property owners and tenants, coordinates assessment, inspection and closing procedures for real estate transactions and manages and maintains property records and databases.

SUPERVISORY RELATIONSHIPS:

Reports to the appropriate Department Manager. Works under formal supervision and the guidance of applicable City, State and federal policies, procedures, and regulations, especially those related to property acquisition. Maintains close working relationships with City staff and departments to ensure proper coordination and implementation of property acquisition.

ESSENTIAL FUNCTIONS:

1. Provides advice and assistance in acquisitions and performs acquisitions of real property and property rights for City departments. This includes physical inspection of properties in consultation with owners and tenants; determining market value and just compensation; performing true cost estimates; determining what types of appraisals, environmental and geo-technical studies, and title and grant requirements are needed; performing due diligence and title curative; and handling temporary rights of entry.

2. Records documents with the County Auditor's Office, coordinates escrow work and closings with title insurance companies and establishes matrixes to track ongoing work.

3. Assists in researching and resolution of complex title issues and provides guidance by recommending whether or not to proceed with acquisitions and determining the best methods for performing due diligence and title curative.

4. Reviews and analyzes proposed acquisitions and dispositions for intended use by checking development issues, zoning, land use, and City plans and requirements for property acquisition; works with and advises City Real Estate and Surplus Property Committee, Greenway Advisory Committee and Parks and Recreation Advisory Board.

5. Depending upon department, may maintain property records and site information according to funding program needs and overall City property databases, functions, and for public information and budgeting and grant reporting.

ADDITIONAL WORK PERFORMED:

1. May assist other City departments with land acquisition projects.

2. Performs other related duties within the scope of the classification

KNOWLEDGE AND SKILLS:

- Knowledge of real estate law, title insurance, environmental and critical area assessments, permitting, negotiation, leasing, property management, escrow, appraisal techniques and legislation.
- Skill in the use of computers and related software applications with emphasis on property database and mapping software.
- Willingness and ability to monitor the performance of contracted personnel.
- Skill in researching and analyzing acquisitions and dispositions.
- Skill in reading and interpreting title reports, maps, surveys, construction plans, specifications and technical legal descriptions.
- Skill in reviewing and writing technical legal descriptions.
- Skill in analyzing and solving problems and developing strategies and policies.
- Skill in evaluating property and performing market studies.
- Excellent communication and interpersonal skills for interaction with coworkers, supervisors, managers, other City staff and boards and commissions and the general public.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment, often at a computer workstation. Work such as the process of physical review, inspection and negotiation is performed on site where employee may be exposed to all kinds of weather and terrain.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of three (3) years of experience in the real estate field which must include either (i) acquisition of property and property rights, preferably for a public agency, or (ii) complex right-of-way and property ownership title research, preferably as a title examiner or title officer, or (iii) complex real property assessment and evaluation
- Experience including direct responsibility for coordinating escrow work and closings, contract drafting and administration, and property database maintenance preferred.
- Baccalaureate degree with relevant course work (business, paralegal, planning or land use) preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.

PREPARED BY: T. Rosenberg
L. Klemanski
S. Mahaffey
6/01

REVIEWED BY: _____
Jo Zeimet,
Human Resources Director

REVISED BY: P. Fernandez
L. McGowan-Smith
5/03

L. Hill
L. Bryson
1/07

COMMISSION ADOPTION: February 14, 2007