

Job Title: Realty Program Specialist

Grade: CS-14

Salary: \$100,639 - \$129,646

Requirements: Possession of a high school diploma/ GED 1 year of specialized experience equivalent to CS-13. This position is deemed **Security Sensitive**, the incumbent will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability. This position is designated as Emergency.

Qualifications:

- Mastery of a wide range of real estate principles, concepts, and practices as well as an in-depth understanding of the real estate market. Extensive knowledge of management and sales techniques to make property marketable and attractive. Ability to interpret and apply District and Federal legislation.
- Extensive knowledge of, and skills to analyze and resolve conflicts in policy and program objectives and/or problems in very complex or controversial transactions involving complex negotiation.
- Ability to propose and/or perform acquisition plans for properties; and the ability to perform and direct effective negotiations and competitive bidding procedures.
- Ability to weigh alternatives and make decisions varying in degree from simple right-of-entry permits to complicated long-term leases.

Job Description:

Collective Bargaining Unit: This position is not covered by the collective bargaining unit.

This position is located in the Portfolio Management Division, which is responsible for maximizing the utilization of real estate assets, including acquisition, lease management, and space planning. The division maintains a centralized automated property inventory of all real property assets; audits the inventory; classifies all real property assets owned or leased by the District, prepares a written determination for holding real property assets as inventory, issues permits to use public rights-of-way, rights of entry, public land and public structures; and handles transfers of jurisdiction and easements

This position serves a technical authority on acquisition of real property; preparation for disposal; and disposal of real property. As senior Realty Program Specialist, incumbent is responsible for negotiating, planning, advising and making important decisions regarding the acquisition and disposal of real estate interests through lease or purchase, and the management of real estate owned by the District. As senior specialist, incumbent provides guidance and direction to Realty Specialists assigned to the office.

Duties and Responsibilities:

- Serves as the coordinator for service activities provided by the division, providing authoritative advice on program content to agency officials. Provides support and leadership in the implementation of services and activities, ensuring the achievement of their goals and objectives.
- Ensures that a project is delivered within defined constraints. Allocates and integrates input needed to meet pre-defined objectives. Carefully defines activities that use resources to meet the pre-defined objectives.
- Responsible for locating and negotiating large property acquisitions and/or dispositions, which include conducting property searches and evaluations, financial analysis, drafting solicitations, drafting and negotiating acquisitions and dispositions, and development of agreements.
- Inspects properties to determine the condition of improvements and fixtures, and that fixtures and equipment acquired are on property subsequent to project properties acquisition.