

SUPERVISING REAL ESTATE ANALYST

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs advanced real property analysis, appraisal review and analysis, purchase, sale, lease, and asset management of judicial branch facilities; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory level class in the Real Estate Analyst series. Incumbents are responsible for supervising contracted resources and assigned staff, with effective authority for the selection, retention, and training and development of assigned staff and with responsibility for day-to-day supervision, evaluation, and motivation of contracted resources and employees. Incumbents are also fully competent to manage the work of surveyors and appraisers for the acquisition of real property; and to negotiate for the purchase, rental, lease, or sale of real property. Incumbents at this level may be involved in all activities related to real estate due diligence and transactions, and lead project teams on large, more complex due diligence assignments and transactions. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment or organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

Supervision of Assigned Staff:

- Ensures staff performance meets agency and unit's goals and expectations, that projects are delivered in a timely and professional manner.
- Assesses staff abilities and ensures adequate staff development and growth through individualized training programs.
- Assesses and monitors staff workload and makes assignments as appropriate; coordinates assignments with other management personnel.
- Provides leadership and customer service support interface with other Divisions and agencies.

Real Estate Analysis:

- Conducts and/or provides lead direction to others conducting surveys to locate, evaluate, and select court sites and to acquire real property.
- Arranges contracting for maintenance of properties and leads complex negotiations for property lease, acquisition, or sale.
- Arranges for the sale or demolition of improvements to be removed from judicial branch property.

- Coordinates appraisal of real property and analyses and interprets appraisals for use in negotiated acquisitions, sales, or leases.
- Leads complex negotiations with property owners for the purchase or lease of real property.
- Develops cost-benefits and comparative analyses of financial and non-quantitative criteria in the assessment of alternative properties and transactions.
- Oversees the activities of real estate brokers and agents in the collection of market data and timely negotiations of transactions.
- Performs due diligence, including examination of title, assessment, tax, and other public records.
- Writes and/or coordinates preparation of complex reports describing findings in connection with proposed purchases, sales, and leases of real property.
- Prepares recommendations and special reports for the Judicial Council, governmental agencies, and court staff.
- Coordinates the preparation of deeds, leases, permits, reconveyances, agreements, maps and other documents involving property rights.
- Monitors lease agreements for compliance with terms, and recommends solutions to attendant problems.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Real estate principles and practices.
- Lease administration and compliance.
- Real estate appraisal methods, contracts, and escrow procedures.
- Principles, methods, and techniques used in the acquisition or disposition of real property including financial analysis.
- Organization and use of title, assessment, and tax records.
- Real estate terminology.
- Principles and techniques of project management.
- Negotiation techniques.
- Practices of commercial lease formation and management.
- Problem-solving and conflict resolution methods and techniques.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Negotiate complex real estate sales, purchases, and leases.
- Investigate, collect and analyze information pertaining to real estate.
- Read property descriptions.
- Determine condition of title from legal documents and public records.
- Plan, manage, and deliver multiple projects.
- Analyze and monitor project budgets and implement cost controls.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, computer-aided drawing, and project management software.
- Communicate effectively in English, orally and in writing.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Provide effective lead direction to others.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in real estate, law, business, economics, or marketing and is required. Six years of experience in a right-of-way land department of a public agency, or the private sector, which includes due diligence activities, appraising, title review, leasing, acquisition, disposition, or managing real property, including two years of supervisory experience; or six years of professional, varied, and increasingly responsible experience as a licensed real estate salesperson or broker, including two years of supervisory experience; or one year as a Senior Real Estate Analyst with the judicial branch.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience (but not for the years of supervisory experience).