

REAL ESTATE MANAGEMENT DIRECTOR

KIND OF WORK

Highly responsible administrative work directing the state real estate programs.

NATURE AND PURPOSE

An employee in this class is responsible for providing technical and administrative direction in the implementation, coordination, evaluation and revision of the state real estate programs. Responsibility extends to such areas as directing the state land acquisition and disposition, leasing and space planning programs, directing the work of fee appraisers and reviewing appraisals, and establishing and maintaining appraisal and acquisition standards.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes, maintains, and reviews appraisal techniques, land acquisition and disposition procedures and ensures the proper recording of these transactions in order to complement the planning, directing and coordinating of the state's land acquisition program.

Directs the state's space management program which includes the inventory, planning, allocation and leasing of office and other work space in all state buildings, and also leasing of private buildings.

Represents the Department of Administration in court cases, hearings, legislative meetings and other matters pertaining to the acquisition and disposal of state real property.

Directs a program of classification, engineering surveys, appraisals, advertising and sales to ensure proper disposal of state surplus land.

Directs the activity of staff and fee appraisers and reviews appraisals to ensure consistency and proper recording of transactions, and compliance with established policies and procedures.

Establishes and maintains appraisal and acquisition standards.

Supervises the preparation of the division's biennial budget to ensure sufficient financial reserves are available to meet divisional goals.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of space management principles, practices and related management systems.

Considerable knowledge of leasing including market surveying.

Extensive knowledge of the accepted principles and practices of property valuation and appraisal, and of property values throughout the state.

Ability to:

Review complex property appraisals.

Manage a land acquisition and space management program.

Establish training programs to improve and maintain staff professionalism.

Establish and maintain effective relationships within the department, with other state agencies, public officials and property owners.

Est.: 7/75
Rev.:
Ckd.: 11/92

T.C.:
Former Title(s):