

Town of Nantucket Job Description: Real Estate Specialist

Position Title:	Real Estate Specialist	Grade Level:	Non-Union
Department:	Town Administration	Date:	March 1, 2019
Reports to:	Town Manager	FLSA Status:	Exempt

STATEMENT OF DUTIES: Real Estate Specialist to support Town Administration with a diversity of real estate matters including but not limited to town meeting warrant articles, contract/lease/license review and/or preparation/administration of terms, assistance with real estate transactions, including acquisitions, eminent domain takings, appraisals, conveyances, procurement requirements. Monitors activity on Town-owned property.

SUPERVISION REQUIRED: Works under the supervision of the Town Manager or his/her designee. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner. Employee consults with the Town Manager and/or Town Counsel, as authorized, where clarification, interpretation, or exemption to organizational policies may be required.

SUPERVISORY RESPONSIBILITY: The employee is not responsible for supervision of other town employees.

CONFIDENTIALITY: The employee has regular access to confidential information in accordance with the State Public Records Law.

ACCOUNTABILITY: Consequences of error, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, and monetary loss to the town.

JUDGEMENT: The employee is required to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determine actions to be taken within the limits of standard or accepted practices. Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Independent judgment is needed to facilitate exceptional customer service with the general public and employees while maintaining confidentiality.

COMPLEXITY: The work consists of a variety of project management duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

WORK ENVIRONMENT: Work is performed in a standard office environment and in various meeting locations in Town. Noise or physical surroundings may be distracting. There are frequent interruptions. Work outside of traditional hours is expected, generally for attendance at meetings outside of the workday.

NATURE AND PURPOSE OF PUBLIC CONTACT: Relationships with co-workers and the public may involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

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OCCUPATIONAL RISK: The essential duties of the position present minimal potential for personal injury. Occupational risk exposure is similar to that found in a standard office environment.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare and manage all public concession lease terms to ensure compliance. Document contractual improvements for future procurement requests.
- Ensure that appropriate procurement processes are initiated in a timely manner.
- Establish, maintain and monitor a database of all real-estate related leases and licenses for the town, with regular review in collaboration with Finance, Administration, and appropriate departments with recommendations supplied for expiring contracts within 90 days of expiration. Ensure that no leases or licenses expire without any new contract in place within 30 days of the expiration.
- Provide evaluations or recommendations on Town Meeting real estate articles as requested by Town Administration.
- Collaborate with the Planning and Land Use Department with regards to the processing and reporting of the Yard Sale Program. Establish a formalized process for the Yard Sale program, as well as a manner in which to quantify and centralize the process and the transactions.
- Work with the Town's Real Estate Advisory Committee as needed or as requested.
- Assist with the administration of municipal employee housing licenses.
- Develop, monitor and assist with the administration of encroachments on Town property; develop a program to identify Town property.
- Assist with, draft and administer all real estate transactions for the Town, including purchase and sales agreements, acquisitions, dispositions, development agreements, recordings and filings.
- Performs other related duties as may be required or requested.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Minimum of three (3) years' experience with projects comparable to the proposed scope, specifically with regard to the size and complexity of Nantucket. Experience with municipalities comparable to Nantucket or equivalent. Have working knowledge of local zoning, town code, and land use practices.

SPECIAL REQUIREMENTS: Valid Class D motor vehicle driver's license.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge: Working knowledge of common policies, practices and procedures of municipal government and applicable local, state and/or federal laws and regulations pertinent to position functions. Knowledge of local real estate market important.

Ability: Ability to interact effectively and appropriately with the public, public officials and other personnel, perform multiple tasks and maintain confidential information. Ability to receive and process public records-related documents and inquiries in a timely manner. Ability to complete multiple tasks in a timely, detailed, and accurate manner.

Skills: Proficiency in written and oral communication; advanced Word, Excel, Outlook and standard office software; proficient customer service. Excellent organizational skills necessary.

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PHYSICAL REQUIREMENTS:

PHYSICAL DEMANDS: Minimal physical demands are required to perform the essential functions of the position. The employee may be required to lift, push or pull office equipment or pick up objects weighing thirty (30) pounds or less.

MOTOR SKILLS: Duties require the employee to utilize basic manual dexterity for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment.

VISUAL DEMANDS: The employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee may be required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____