



**CITY OF
DURHAM**

**CITY OF DURHAM
invites applications
for the position of:**

**Senior Real
Estate
Officer**

SALARY: \$30.85 - \$47.81 Hourly
\$60,154.00 - \$93,228.00 Annually

OPENING DATE: 10/07/22

CLOSING DATE: Continuous

POSITION DESCRIPTION:



GENERAL SERVICES
CITY OF DURHAM

Work, Serve, Thrive. With the City of Durham

Advance in your career while making a real difference in the community you serve.

The City of Durham General Services Department (GSD) is proud of our work supporting the sustainable growth of the "Bull City" recognized as the 7th "Best-Run Cities in America".

Home to great weather year-round, friendly people, beautiful natural sites, a prominent art culture, rich history and award-winning restaurants, coffee shops, bakeries and breweries – it's no wonder that Durham is one of the top places in the U.S. to live, work, and play. The 4th largest municipality in the state, Durham's population has grown by 11 new residents and 5 new households EVERY DAY for the past 10 years. With all this growth, supporting a well-run organization is more important than ever. But to do this, we need the very best people.

When you join the General Services Department, you are joining a team of innovative, highly-qualified, service-oriented individuals committed to the sustainable natural and built environment of the City we all love. The department's portfolio of responsibilities includes the acquisition and sale of properties, design and management of new construction and renovation projects, building maintenance, landscaping and horticultural services, pruning, planting and removal of trees, sustainability and energy management, cemeteries, and supporting the nonprofit Keep Durham Beautiful, among others. Building and maintaining city facilities and public spaces is what we do. Supporting the quality of life and serving as a foundation of a healthy economy for all Durham for all our residents – present and future is why we do it.

Use your unique skills to make a difference, to give back to the Durham community. General Services Department work culture is one that offers the opportunity for professional growth, to work with other innovative, talented people, and to do meaningful and important work. Be part of something great. Join us as we build the future of Durham together.

Work Day/Hours: Monday - Friday

8:00 a.m. - 4:30 p.m.

This position is to acquire, lease, manage, and dispose of real properties for the City, to relocate displaced persons, and to acquire property for City projects. This is accomplished by negotiating property transactions, conducting closings, preparing lease agreements, collecting rent, and overseeing records. Other duties include verifying owners of record through research and preparing contracts for professional services and agenda items.

DUTIES/RESPONSIBILITIES:

- Acquires properties for City projects including rights of way, and sewer, water, and greenway easements by working closely with engineering; reviewing project plans, maps, surveys, and recorded documents such as deeds, plats, and restrictive covenants; verifying ownership; contacting and negotiating with property owners; evaluating damage to property; determining purchase price/fair market value; making written offers; ordering professional services as needed; preparing documents to authorize purchases; completing necessary final documents; coordinating closings; and updating Real Property Database records and notifying City departments of conveyances of property.
- Disposes of City-owned surplus property by collecting input from departments to determine if property is surplus; researching ownership; determining sales price through a comparative market analysis; preparing marketing method and sales documents; preparing recommendations to City Council; reviewing and coordinating the required documents to close with buyers and City departments; notifying City and County departments of the sale; and updating records.
- Manages City-owned properties by tracking City-owned rental properties; conducting inspections; scheduling and verifying repairs; responding to tenant requests; reporting income; and recommending demolition of obsolete structures.
- Leases City-owned commercial and residential properties by inspecting the property for defects; drafting orders for repairs; ensuring repair vendors are paid; accepting and processing applications from potential lessees; negotiating lease terms; submitting lease contracts to City Council for approval; executing the lease; collecting and depositing rents; updating property management software; handling work order requests; maintaining contact with tenants; and inspecting property on a regular basis.
- Manages non City-owned property for City use by determining departmental needs; identifying possible locations; showing the space to City personnel; negotiating lease with property owners; interacting with space planners, architects, and contractors; preparing required documents to formalize the lease; scheduling rent payments; coordinating maintenance requests to City personnel; and ensuring timely lease renewals; and updates records.
- As required for some City projects, relocates persons in compliance with the HUD Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 by providing assistance to home owners for the purchase of a house or to tenants for another leased property; and maintain necessary documents as required by HUD.
- Performs administrative support duties by responding to questions and requests for service/interest from City employees and private individuals interested in City property; responding to property owners offering their property to the City; preparing documents accordingly; working with attorneys and others on closings, deeds, plats, and leases; preparing letters/correspondence; maintaining records on HUD-related projects; and attending staff meetings.
- Inspects City properties by conducting monthly on-site inspections; preparing reports; forwarding findings; and completing work orders relating upkeep or repair of properties.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in business administration or a directly related field "or" **equivalency**.
- Five years of related professional real estate experience.
- A valid Real Estate Broker's License from any U.S. state. Holders of out-of-state Real Estate Broker's License must obtain a valid NC Real Estate Broker's License within 2 years of hire.
- Valid, unrestricted, North Carolina driver's license "or" if you currently have another states driver's license, must be willing and able to obtain a valid NC driver's license within 60 days of hire

Important update on our COVID-19 process for new hires and employees:

All employees who are not fully vaccinated against COVID-19 will pay a \$100 surcharge each month for their health insurance benefit during the subsequent benefits year if they remain unvaccinated through 12/31/2022.

ADDITIONAL PREFERRED SKILLS:

- Master Degree.
- Paralegal, Governmental Real Estate or Right of Way work experience.

Individuals selected for conditional offer of employment must pass City of Durham drug and alcohol testing, background check, and physical examination (if applicable). A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL.

This Agency Seeks Diversity in the Workplace.

The City of Durham is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://agency.governmentjobs.com/durhamnc>

Position #22-03922
SENIOR REAL ESTATE OFFICER
BH

101 City Hall Plaza
Durham, NC 27701

hrconnect@durhamnc.gov

Senior Real Estate Officer Supplemental Questionnaire

* 1. Where did you first hear about this opportunity?

- City of Durham Website
- Walk in
- Job fair
- Employee referral
- Professional organization ***Please list the organization in "other" box below***
- Internet posting ***Please list the specific web site in the "other" box below***
- Craig's List
- Facebook
- LinkedIn
- GlassDoor
- governmentjobs.com
- Monster.com
- Indeed.com
- Employment Security Commission

- Magazine/Newspaper
- Other

2. If you listed "other" above please give specific web site, organization, or publication.

* 3. Do you have a valid, unrestricted, North Carolina driver's license? (If you have a license from a State other than North Carolina, you must be willing and able to obtain a valid, unrestricted NC driver's license within 60 days of hire)

- I have a valid, unrestricted NC driver's license.
- I have a valid license from another State and I am willing to obtain a valid, unrestricted NC driver's license within 60 days.
- I do not have a valid, unrestricted driver's license.

* 4. Please select your highest level of COMPLETED education.

- Less than a High School Diploma or Equivalent (GED, HiSET, TASC)
- High School Diploma or Equivalent (GED, HiSET, TASC)
- Associates Degree
- Bachelor's Degree
- Master's Degree
- PhD or Juris Doctorate

* 5. How many years of related professional real estate experience do you have?

- No related experience
- Less than 1 year of related experience
- 1 year but less than 5 years
- 5 years but less than 9 years
- 9 years but less than 13
- 13 or more years

* 6. Do you have a valid Real Estate Broker's License from any U.S. state?

- No
- Yes

* Required Question