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### Classification Description

**Title:** Senior Real Estate Analyst

**Job Code:** 6039

**Pay Range:** 21

**FLSA Status:** Exempt - Administrative

**Bargaining Unit:** AFSCME 3580

**Established:** August 1, 2016

**Revised:**

**EEO Category:** Professional

### DESCRIPTION

Perform complex professional real estate functions for the assigned department or program area. Develop, organize, and coordinate the property management programs on various Metro sites. Develop and manage real estate legal agreements and contracts related to non-park uses of the assigned department's real property portfolio. Conduct complex research and analysis related to real property management and real property transactions, and make and implement real estate management recommendations. May serve as project leader for department projects and is seen as an expert resource [technical specialist] in the program area.

### DISTINGUISHING FEATURES

This is a single classification and is not part of a classification series.

### DUTIES AND RESPONSIBILITIES

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Develops and organizes the work program for the functional area; coordinates with staff to assure timely completion of projects.
2. Manages and coordinates projects with other professional Metro staff, local jurisdictions, special districts and/or non-profit partners.
3. Develops policy recommendations based on technical data analysis; develops cost benefits analysis.
4. Creates, manages, coordinates and reviews projects and documents with interdisciplinary teams as needed, and presents information to Metro Council.
5. Promotes intergovernmental communications and cooperation among local governments through agreement creation, project review and participation, publication and data sharing.
6. Represents Metro at meetings and provides technical assistance to advisory committees, associations, Metro staff, local governments and the public.
7. Prepares work programs for consultant contracts and manages consultant contracts. Develops and manages contracts, proposals for consultant work, bid formulations and selection.
8. Provides organizational support, research and materials for committees and/or Council; develops reports as requested. Presents results to technical, policy and resident groups.

9. Develops and coordinates economic development programs.
10. Coordinates programs; researches, interprets, summarizes and makes recommendations for uses of real estate; drafts resolutions as necessary. Develops staff reports and makes recommendations proposed resolutions.
11. Conducts real property due diligence by conducting field visits, obtaining and interpreting complex legal documents, and provides guidance to field staff.
12. Acquires real property interests as necessary.
13. Prepares complex land use applications and works with local cities and counties to move land use applications forward as needed.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education/Licensing and Work Experience:**

- Bachelor's degree in business administration, public administration, or related field and three years of experience in a similar position; or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

### **Knowledge, Skills and Abilities:**

- Professional knowledge of business, real estate and property management principles and practices

- Knowledge of and ability to stay current with relevant federal, state and local regulations related to the program area
- Ability to develop, organize and coordinate real estate and property management projects and studies
- Ability to use independent judgment, problem analysis and decision making skills, and make recommendations; ability to assist management in policy analysis and formulation
- Ability to independently prioritize and manage multiple complex projects and tasks
- Ability to work independently and as part of a team to implement programs and policies; ability to serve as a lead over other professional staff
- Ability to work effectively with other agencies and jurisdictional staff
- Ability to communicate effectively, both orally and in writing, with internal and external stakeholders
- Knowledge of public policy development policies and practices
- Knowledge of contract administration policies and practices
- Knowledge of software and business applications used in the department
- Ability to obtain and keep a valid driver's license
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Use discretion with confidential and sensitive matters

**Additional Requirements:**

- Successfully pass the background checks and screening requirements required for the position

**SUPERVISION RECEIVED**

Supervision is provided by a Supervisor, Manager or Director

**SUPERVISION EXERCISED**

This position supervises the work of contractors and may provide lead direction to professional staff, temporary staff, interns or volunteers within program area. May lead professional or lower level staff on projects.

**TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

Primarily a standard office environment

**WORK ENVIRONMENT**

This position may spend time in the field gathering data, overseeing projects, or inspecting real property. This position may require frequently periods of standing or walking, talking (both in

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person and over the phone), reaching, sitting, repetitive motions of the hands/wrists and good general hearing and vision ability. It may require the ability to lift up to 25 pounds.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*