



**Title: Real Estate Analyst II**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to coordinate property management and negotiations resulting in lease contracts, property transfers, and sales in the Real Estate Department. This is accomplished by coordinating permit requests, licenses, encroachments, and under acquisitions and serving as the liaison between internal departments and external agencies.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Serves as the liaison between the legal department and external agencies by requesting permits and acquisitions and ensuring compliance with public agency acquisition procedures and regulations. Prepares right-of-way status reports, evaluates potential sites for leases; responds to requests for use of property, inspects properties; reviews property related data; processes entitlements and/or easements; prepares market analyses; assists in preparing Requests For Proposals and documents for appraisals.	50%
2	S	Supports the management of licenses and leases by interacting with property owners, tenants, and the general public and exercising tact, discretion, and diplomacy.	30%
3	S	Monitors costs and budgets; monitors real estate assets; collectes, compiles, and analyzes data and information; coordinates payment of invoices for leases, contracts, contractors, and real estate transactions	20%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience in a professional real estate field.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	California Real Estate License and/or International Right of Way Certificate are preferred.



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"><li>• Professional Real Estate practices.</li><li>• Right of Way maps.</li><li>• Title insurance reports.</li><li>• Uniform Relocation and Acquisition Act.</li><li>• Applicable federal, state and local laws, regulations and policies related to real estate.</li><li>• Contract administration.</li><li>• Techniques and skills for successful negotiations.</li><li>• Data presentation methods and techniques.</li><li>• Inventory and records management systems.</li><li>• Local real estate market and development climate.</li><li>• Metroscan property database program.</li><li>• Real estate principals and procedures.</li></ul>

<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Advanced word processing, spreadsheet, presentation and database software.</li><li>• Specialized software related to functional area.</li></ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Prepare written offers.</li><li>• Prepare summary statements.</li><li>• Prepare license, leases and permits.</li><li>• Collect and reconcile revenue and rents.</li><li>• Understand legal aspects of Real Estate.</li><li>• Perform data analysis.</li><li>• Research county assessor's records</li><li>• Assess land values and financial returns from leases and development proposals.</li><li>• Perform market analysis.</li><li>• Coordinate information and services between many entities.</li><li>• Manage multiple priorities and deadlines in a dynamic environment.</li><li>• Learn District policies and procedures.</li><li>• Communicate effectively, both orally and in writing.</li><li>• Establish and maintain cooperative working relationships.</li></ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	C	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	C	Supplies; files
Pushing/Pulling	F	File drawers
Reaching	C	For supplies; for files
Handling	C	Paperwork; monies
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment; inside attics/pipes/ditches
Bending	C	Retrieving items from lower shelves/ground
Twisting	C	From computer to telephone; getting inside vehicle
Climbing	C	Stairs; onto equipment
Balancing	R	On ladders; on equipment; on step stools
Vision	C	Computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Copier, SAP, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.