



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Real Property Manager
Department: Legal
FLSA Status: Non-Exempt
WC Code: 9410
Effective Date: July 1, 2015
Last Revised: August 1, 2017
Pay Grade: NU14
Union: Non Union

SUMMARY

Responsible for planning, organizing, maintaining and administering all aspects of Josephine County real property, which includes all County owned lands and improvements. Scope of work includes property valuation, buying, selling, leasing, renting, assisting County Legal Counsel in foreclosing, and condemnation of all types of land, buildings and/or residences. Conducts property analysis to determine fair market value of real property. Develops case files and negotiates for the acquisition of needed real property, or the sale / transfer of real property. Reports to County Legal Counsel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Gathers and maintains data on all county owned property and works with management and the Board of County Commissioners regarding the utilization of all properties. Data may include maps, deed descriptions, recorded surveys, aerial photos, information on zoning and deed restrictions. Maintains and catalogs all county owned properties.
2. Maintains surveillance on tax foreclosed property; performs field checks. Makes recommendations to the Risk Manager regarding risk management issues, determines the highest and best use of a building / facility / property and disposition of such properties. Determines market value of county owned properties and facilities and provides the Board of County Commissioners information and recommendation on same.
3. Coordinates with the Community Development Department to facilitate lot line adjustments as aspect of adjacent property sale negotiations.
4. Determines fair market value, and consults on all county leases. Monitors the terms and requirements of leases to ensure that the County achieves maximum benefit.
5. Negotiates prices and terms for the buying and selling of property, prepares necessary documents. Oversees all aspects of scheduled County property sales including compliance with applicable regulation, marketing, communication and negotiation. Acquires and administers public contracts and maintenance agreements related to Josephine County real property. Performs title and property history search to ensure property is free of liens before purchasing.

6. Help recruit business partners for County real property leases.
7. Provide information to the public and other agencies regarding County owned real property.
8. Maintains appropriate records and prepares reports related to assigned projects.
9. Administers the process and time frames set out in ORS 271 and ORS 275 to prepare for Sheriff's Auctions of Property Tax Foreclosed Property. This includes property valuation procedures, public hearings and Auction.
10. Work with consultants and the Facilities department to create a long-term facilities plan for all County buildings.
11. Updates and maintains Property Liability Insurance database. Consults with Risk Manager on necessary coverages.
12. Oversees property installment payment program.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no direct supervisory responsibilities. May provide general direction to support staff as necessary for project completion.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Incumbents must possess thorough knowledge of property appraisal and land values, real property transactions, property management principles and practices, and business rental rates including considerable knowledge of land mapping, surveying, property descriptions and measurement, contracts, easements, conveyances, and design of public works projects. Knowledge of architectural design, state statutes, real estate law and financial arrangements as they apply to the appraisal, sale, lease, rent, foreclosure and condemnation processes. Registered Appraiser with the State of Oregon or Oregon real estate license preferred.

EDUCATION AND EXPERIENCE

Bachelor's degree with major coursework in business administration, real estate or related field; and three years experience in Oregon real and commercial property sales and/or appraisal, (current state certification as a public appraiser is preferred), negotiations, property transactions of all types, and public relations; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties

JOB IMPACT

The problems encountered generally revolve around applying and meeting local, state, and federal law and regulations pertaining to land use planning, zoning, ADA related issues, etc. Additionally, this position must work on the details of all leases and property sales. Consequences of error could include: significant misallocation of County resources as a result of less-than-optimal real property purchase and / or sale; exposure to litigation if an error resulted in improper transfer / disposal / disposition of County property, failure to ensure adequate insurance on County properties or inadequate lease agreements.

JOB CONTACTS

This position has regular contact with outside agencies and the public pertaining to land use and County buildings and sites. Makes numerous contacts with other County departments as well as state and federal agencies, for information and assistance.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, legal documents, and complex maps. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Requires considerable skill in ability to use tact, diplomacy, discretion, and courtesy while working with property owners, tenants

and/or landlords who may be uncooperative or hostile. Ability to communicate effectively, both verbally and in writing; establish and maintain effective working relationships with other county divisions and programs, outside agencies, contractors, vendors, and the general public; and prepare clean and concise reports.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply appropriate factors to arrive at fair and just terms, conditions and compensation for property transactions.

OTHER SKILLS AND ABILITIES

Ability to read maps, profiles, blueprints and other technical data. Skill in the operation of personal computers, including Word, Excel, and database programs, calculators and all other types of office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid Oregon State Driver's License and a safe driving record. Oregon State Property Manager's License or Oregon Real Estate Broker's License or Appraisers License and registration as a State Licensed Appraiser in Oregon preferred.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed in both an office environment and occasionally in the field when gathering survey data. The position is impacted by heavy or uncontrollable work flow; the need for extreme accuracy or precision; the need for attention to fine detail; and the need to constantly shift attention before tasks are complete.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, sit, and walk for long periods of time. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. At times a person in this position will be exposed to extreme weather conditions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 20-30			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Normal			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>