

## DIRECTOR OF REAL ESTATE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class manages, directs and implements all policies and matters relating to the acquisition, appraisal, development, and sale of all County-owned properties. Responsibilities include the negotiation of leases, real estate appraisals, the maintenance of records of all real property owned by the County, coordinating real estate transactions with all appropriate County departments, and serving as a technical consultant on all real estate matters for the County. Supervision is exercised over professional and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops policies and procedures relating to the acquisition and sale of County properties, including the location of easements as they affect property values;

Conducts contract negotiations involving the sale, lease and purchase of property and interests therein;

Maintains records of the appraised value of all county-owned properties and interests therein, reviews appraisals of independent appraisers engaged by the County, reviews title policies prepared by title companies, etc.;

Assists Department of Law in real estate matters at Court proceedings involving County owned properties present or proposed;

Deals with real estate appraisers and brokers in connection with the purchase and sale of real property in which the County has or requires an interest;

Assesses location of properties to be purchased or leased to determine if it will meet the needs of the County;

Consults with local governments and organizations, as well as private developers and individuals, regarding land use and property development;

Deals with land surveyors regarding the production of maps for real property to be acquired by the County;

Receives and processes all real estate tax bills to be paid by the County;

Prepares and maintains a complete inventory of County owned property;

Estimates acquisition costs of properties and interests therein for budgetary purposes;

Acts as consultant to all department heads on real estate matters.

Represents the interests of the County of Westchester in local, regional and state organizations, coordinate activities with surrounding counties, and interface with various community and citizen groups in order to obtain and provide feedback;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

EXAMPLES OF WORK: (Con't)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of New York State Real Estate procedures and laws, and real estate practices generally; comprehensive knowledge of Federal, State and Municipal Government laws, policies and regulations as they apply to urban renewal, assisted housing, real property, and economic development; thorough knowledge of current real estate values in Westchester County; thorough knowledge of condemnation procedures; thorough knowledge of economic, environmental and planning factors related to community development; good knowledge of the operation of the Division of Land Records; knowledge of appraisal methods and formulas; skill in contract negotiation; skill in writing and preparing presentations; ability to communicate effectively, both orally and in writing; ability to evaluate appraisals of others; ability to direct programs requiring coordination with other governmental agencies, private developers, lending institutions and citizen organizations; ability to establish and maintain effective working relationships with federal and municipal government representatives, real estate brokers, property owners, and others; ability to supervise and monitor the work of subordinate staff; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; integrity; initiative; discretion; resourcefulness; tact; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a New York State Real Estate Broker's license and twelve years of experience (pre- or post license) in the field of Real Estate (which includes community development, urban planning, commercial development, real estate law, or closely related field), at least six years of which much have been at a professional level.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Bachelor's Degree may be substituted on a year for year basis for up to four years of the above stated general experience. Satisfactory completion of 30 credits\* towards a Master's Degree in Public or Business Administration, Economics, Planning, or closely related field may be substituted on a year for year basis for up to two years of the above stated general experience. Graduation from a school of law with an LL.B.\* or J.D.\* degree may be substituted for two years of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized of accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J.C.: Non-Competitive†  
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1

Job Class Code: E0064  
Job Group: Flat Rate