

## **ADMINISTRATIVE ANALYST – REAL ESTATE**

### **DEFINITION**

Under general direction, performs specialized technical tasks in the administration of the City's property management programs and provides responsible professional administrative staff assistance; takes the primary role in acquisitions, sales and/or leasing of City properties, takes the primary role in the processing of Redevelopment Agency affordable housing programs, program acquisitions and re-sales, maintains all necessary records; prepares reports and recommendations; and other related duties, as assigned. The assignments and procedures are indicated in general terms but require specialized real estate knowledge and experience and use of independent judgement.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Housing and Property Manager. May exercise direct or indirect supervision of technical and/or clerical personnel.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Assist in coordinating the City's real estate program including activities to purchase, sell and/or lease for City or affordable housing ownership related purposes; negotiation and ongoing administration of leases; preparation and administration of contractual agreements; review applications specifications and/or Conditions of Approval, if required, for use of public property for commercial and nonprofit special events; development and administration of all necessary databases, monitoring and reporting systems to diligently manage all City and/or Redevelopment Agency – controlled properties; ensure program compliance with State and local regulations; perform field work related to the purchase, marketing and sale of real property; perform accounting work related to property management and housing programs; prepare correspondence, memos and staff reports independently; gather information from a variety of sources and compile data for special and periodic reports; analyze complex data, research and analyze property management requirements and make recommendations for improvements; and perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination equivalent to experience and education that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

*Experience:* Two years of increasingly responsible experience in real estate finance, real estate transactions, property management and municipal housing programs. Experience in a public agency is highly desirable.

*Education:* Equivalent to Bachelor's Degree from an accredited college or university with major course work in business administration, finance, public administration, law or closely related field.

### **Knowledge and Abilities**

*Knowledge of:* Principles and practices of real estate; knowledge of escrow and lending processes, procedures and bookkeeping; contract administration; appraisal practices and environmental site assessments; negotiation techniques used in property acquisition and leasing; purchase and re-sale transactions in housing programs; mathematics and statistics; record keeping and budgeting. Principles and practices of residential and commercial construction contracts, standards and trade practices in order to inspect properties for deficiencies, and specify necessary repairs or upgrades. Principles and practices of public administration, community development, planning, research methods and procedures.

*Ability to:* Organize information in a systematic way for easy retrieval; represent the City; speak clearly and effectively in presentations; interview others; work independently; follow oral and written instructions; supervise others; make computations quickly and accurately; interpret, analyze and explain complex matters; apply governmental policy, procedures and regulations; properly interpret information and make decisions in accordance with laws, regulations and policies; communicate effectively, orally and in writing; prepare concise, comprehensive and accurate written reports and correspondence; maintain computer database on City-owned and leased properties, as well as, Redevelopment Agency affordable housing program properties; establish and maintain effective working relationships with other City departments, neighborhood associations, outside agencies and the general public; effectively organize tasks, plan time and meet deadlines; schedule and train assigned staff and promote the mission, values and standards of the City of Monterey.

Must have excellent computer skills, be experienced in a variety of word processing, spreadsheet, and other software applications; and be able to produce own documents in a timely and accurate manner. Ability to drag and push files, paper

and documents weighing up to 25 pounds is required. Must be willing to work weekends and evenings; and, work independently and as part of a team.

**License or Certificate:**

Possession of a valid California Driver's License with a driving record acceptable to the City's Risk Manager/Insurance Company is required. Possession of a current State of California Real Estate Broker's License is desirable.