

**ALBUQUERQUE METROPOLITAN ARROYO  
FLOOD CONTROL AUTHORITY**

**JOB DESCRIPTION**

**CLASSIFICATION TITLE:** Real Estate Manager

**FLSA CLASSIFICATION:** Exempt

**SAFETY SENSITIVE:** No

**DATE:** April 3, 2025

**GENERAL PURPOSE**

Manage AMAFCA real property holdings, including but not limited to acquisition, inspection, use, disposition, litigation, and contract administration. Manage real estate database and prepare reports relating to AMAFCA-owned properties, facilities and lease contracts. Supports AMAFCA staff in all real estate matters and provides customer service support as a liaison to AMAFCA constituents.

**SUPERVISION RECEIVED**

Works under general guidance and direction of the Director of Administration.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following statements are intended to describe the essential functions and responsibilities of this position. They should not be viewed as an exhaustive list of the specific duties, responsibilities, and prerequisites.

1. Responsible for administration of AMAFCA's real property holdings, including real property inventory, property acquisition and management, leases, and litigation.
2. Manages building maintenance for AMAFCA Office facility, including access control and security for building and yard.
3. Handles inventory management for office furniture and fixtures.
4. Maintains records of real property holdings, including easements, rights-of-way, licenses and agreements.
5. Reviews platting recommended by Drainage Engineer and other matters affecting real estate holdings.
6. Analyzes proposals, appraisals and studies for Executive Engineer and Board of Directors for acquisition or disposal of real property.
7. Inspects various properties for potential acquisition by AMAFCA, negotiates agreements for the acquisition of land, lease agreements and development agreements; coordinates with Legal Counsel for the creation of legal documents required for the purchase and management of properties.
8. Responsible for acquiring, managing, and disposing of rights-of-way.
9. Searches public records for land ownership and related matters.
10. Coordinates with AMAFCA staff in identifying AMAFCA properties.
11. Clarifies ownership and easements with outside agencies.

12. Coordinate real property program activities with outside agencies and organizations; disseminates information, as needed.
13. Assists personnel concerning financial, budgetary matters, and project schedule development.
14. Serves as AMAFCA's coordinator on the Ditch and Water Safety Task Force.
15. Serves as public outreach liaison concerning public inquiries regarding real estate, ditch safety, and AMAFCA events.
16. Handles AMAFCA insurance for the facility and AMAFCA owned vehicles.
17. Coordinates transient and encampment disturbances with other agencies.
18. Consults with title companies, surveyors and appraisers as required.
19. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience Required**

1. Bachelor's degree from an accredited college or university with major course work in business administration, real estate, property management or related field or at least four (4) years' experience in real estate management or a combination of experience and education.
2. Experience in document drafting and document review.
3. Experience in customer service support in real estate matters.
4. Registration as a Notary Public or ability to obtain within six (6) months of hire.

### **Education and Experience Preferred**

1. Experience:
  - a. In right-of-way matters; title, survey and appraisal review; condemnation and quiet title matters.
  - b. In land inventory, acquisition, litigation and disposal of real property.
  - c. Working in the public sector
  - d. Working with Elected Officials
  - e. With geographic information systems

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

1. Must have a thorough knowledge of methodologies and procedures necessary to perform the essential duties, as listed above. Considerable knowledge of applicable laws, regulations and policies affecting AMAFCA activities; computer and information technology skills.
2. Ability to handle multiple tasks and interruptions. Must be able to meet deadlines and readjust work.
3. Strong communication skills (Skilled at reading, writing, and speaking.)
4. Ability to work without constant supervision, problem-solve and simplify complex tasks.

## **SPECIAL REQUIREMENTS**

1. Must pass a pre-employment background and criminal check.
2. Must possess and maintain a valid New Mexico driver's license or have the ability to obtain one prior to employment.

## **TOOLS AND EQUIPMENT USED**

Computer, including word processing, spreadsheets, databases, Power Point, motor vehicle, phone, camera. Outdoor equipment used may include survey and measuring devices, shovel, and ladders.

## **PHYSICAL DEMANDS**

The physical demands described herein 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.

Work is primarily performed in an office setting, requiring regular use of hand-eye coordination to operate computers and various pieces of office equipment. Specific vision required include close vision for working with data and on computers.

The role occasionally requires standing, walking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Sitting, climbing, balancing, stooping, kneeling, crouching, and talking are also occasionally necessary. Sufficient hearing ability is required to converse on the telephone and two-way radio, and engage in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds and be able to reach and file material from floor level up to six feet above the floor. Occasional travel to field site for transient issues (Field work also includes inspections of properties, complaints, verifying boundaries, etc.).

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions.

The noise level in the work environment is usually quiet.

## **OTHER**

This job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change by AMAFCA as its needs and requirements change.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of specific duties does not exclude them if the work is similar, related or a logical extension of the position.

This is an exempt position under the Fair Labor Standards Act (FLSA).

Effective Date: March 1999

Revision History: May 15, 2012

June 2013

November 16, 2020

I have read and understand the above job description. I verify that I meet the requirements of the position, and I am able to perform the duties and responsibilities on this job description.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date