

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASS: Real Estate Manager

CLASSIFICATION: Exempt

DATE: November 16, 2020

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 the general supervision of the Executive Engineer.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for administration of AMAFCA's real property holdings, including land inventory, right-of-way acquisition and management, leases, and litigation.
2. Ensures compliance with all AMAFCA resolutions, including AMAFCA drainage resolution, and all AMAFCA policies.
3. Maintains records of AMAFCA real property holdings, including easements, rights-of-way, licenses and sediment sale licenses. Coordinates information management with staff.
4. Reviews proposed platting and other matters affecting AMAFCA's real estate holdings.
5. Analyzes proposals, appraisals and studies for Executive Engineer and Board of Directors for acquisition or disposal of real property.
6. Inspects various properties for potential acquisition by AMAFCA, negotiate agreements for the acquisition of land, lease agreements and development agreements; prepare legal documents required for the purchase and management of AMAFCA properties.
7. Consults with title companies, surveyors and appraisers, as required. Responsible for administering on-call contracts for surveying, appraisal, title insurance and environmental/archaeological services.
8. Responsible for acquiring, managing, and disposing of rights-of-way.

9. Searches public records for land ownerships and related matters. Coordinate with title companies.
10. Assists AMAFCA's Executive Engineer, Finance & Administration Manager and other staff concerning financial, budgetary matters, and project schedule development.
11. Serves as AMAFCA's public outreach liaison concerning public inquires regarding AMAFCA real estate. First respondent to 311 requests. Coordinates with AMAFCA staff in resolving 311 requests.
12. Represents AMAFCA to elected officials and outside agencies; coordinate real property program activities with outside agencies and organizations; disseminate information as needed through public speaking engagements.
13. Serves as AMAFCA's representative on the Ditch and Water Safety Task Force.
14. Maintains proficiency and competency by keeping abreast of trends, changes and developments in the field of real property.
15. Assists staff in preparation and maintenance of policies, plans, procedures, practices, manuals and systems, as needed.
16. Performs other duties as assigned.

EDUCATION AND EXPERIENCE

1. Bachelor's degree from an accredited college or university with major course work in business administration real estate, property management or related field, plus not less than eight (8) years experience in real property negotiation and acquisition; right-of-way matters; title, survey and appraisal review; condemnation and quiet title matters, preferably with a public agency. Experience in land inventory, acquisition, litigation and disposal of real property with a public sector preferred.
2. Experience with small office desk-top PC/LAN environments; geographic information systems; general data base and library experience.
3. Experience in contract drafting, contract review, bidding, budget/cost review and administration.
4. Experience in customer service support in real estate matters.
5. Must be physically capable of moving about on field trips and under adverse field conditions.
6. 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; and writing ability.
7. Ability to handle multiple tasks, adjust and readjust priorities and meet deadlines.
8. Exceptional verbal and written communication skills, including ability and experience in dealing with other governmental agencies and the public.
9. Ability to self-start, and to work without constant supervision. Ability to simplify complex tasks, ability to identify and solve problems, organize and maintain diverse concepts and interests.
10. Must possess a valid New Mexico Driver's License.
11. Must show proof of automobile insurance.

TOOLS AND EQUIPMENT USED

Personal computer (including word, outlook and excel spreadsheet applications), copier, fax, telephone.

PHYSICAL DEMANDS

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.

Work is performed mostly in office settings. Regular inspection trips involving hiking in natural arroyos, inspection of construction sites, inspection of existing dams, channels, storm water facilities and proposed ROW acquisition sites, some with steep slopes and precarious footing. Occasional confined space entry. Occasional use of ladders to ascend or descend, both above and below ground level. Occasional confined space entry. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk, use hands to handle, feel or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk, hear, and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus and the ability to read and review written documents and maps including plats, diagrams, etc. Ability to discern shades, colors, texture, vegetation, soil and geologic features on photographs and natural terrain.

Occasionally, the employee will be required to drive to field sites, walk on rough, sandy, and rocky terrain, and make measurements, take photographs, or make notes, all in weather conditions representative of the Albuquerque area.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet.

