

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Land Acquisition Coordinator

Department: Transportation
Pay Grade: 512
FLSA Status: Non-Exempt
Job Code: T740

JOB SUMMARY

The purpose of this classification is to coordinate procurement of right-of-way property and easements to support City of Roswell Capital improvement projects and other property issues.

ESSENTIAL JOB FUNCTIONS

- Researches property deeds, plat records, subdivision maps and other legal records to determine ownership, property rights, drainage easements, zoning and flood plain areas; reviews and analyzes tax maps, retrieves deeds and plats for easements and encroachments.
- Communicates and negotiates with property owners to secure City acquisition of easements and rights-of-way.
- Identifies property for tax and market value; prepares cost estimate to allocate funds; initiates property condemnation when necessary.
- Coordinates acquisition of land by contractors; coordinates with legal consultant for title reports; coordinates real estate closings; prepares property tax transfer.
- Recommends policy for creating and maintaining database/files/records of easements and rights-of-way.
- Prepares for and conducts real estate closings for property acquisition: prepares contracts and legal descriptions for right-of-way acquisitions, easements, utility encroachments, and owner affidavits; prepares resolutions and other items related to property acquisition for Mayor and Council.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as required by City and Georgia Real Estate Commission.
- Recommends Right of Way and Easements policy within the City of Roswell.
- Recommends policy on obtaining property for Capital Improvement Projects.
- Recommends policy on federal guideline compliance and ensures that policy is followed when obtaining property.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments: Georgia Department of Transportation, Fulton County, utility companies, consultants, city attorney, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares and receives various forms, contracts, appraisals, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Real Estate; four (4) years real estate experience in right-of-way administration, property appraisal, paralegal, real estate or title research, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Real Estate license and IRWA Certification preferred.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of methods of Real Estate and value appraisal.

- Ability to read maps and blueprints. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.