

CITY OF CHATTANOOGA

Classification Specification Title: Real Property Coordinator

Department: Economic Development

Pay Grade: GS.09

Supervision Received From: Real Property Manager

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

**Revision Dates: 2/4/25;
1/24/25**

CLASSIFICATION SUMMARY:

The Real Property Coordinator will collect and track various information, have strong organizational skills and be detail-oriented. This position will work closely with the Real Property Manager to implement property management and workflow processes. This position is responsible for coordinating a variety of special projects and support services associated with the acquisition, ownership, transfer, and sale of real property. Additionally, the Real Property Coordinator will coordinate lease transactions, license agreements, right-of-entry agreements, and other real property agreements. Responsibilities will include working closely with the Office of the City Attorney, other city departments, and with Hamilton County when jointly owned properties are involved in the pending transaction.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Properly manage and maintain a detailed database of current and former properties owned by the City of Chattanooga.

Performs the maintenance of a real property website and/or online presence and creates internal and external information assets.

Provides real property support for other departments as needed, but especially for the Department of Economic Development by assisting with the following; coordination of the execution of various agreements and contracts; gathering data to create specialized reports utilizing existing City or City-County owned property inventory; managing the receipt and distribution of information relative to external and inter-departmental operations which includes preparing a variety of applications, forms, correspondence and/or other related information; utilizing databases such as Courthouse Retrieval, Hamilton County Assessors, Register of Deeds and GIS to identify ownership information on parcels of interest for various departments.

Attend meetings with the Real Property Manager, department directors, external agencies, and staff as required to determine strategic uses and dispositions of real property.

Works with the Office of the City Attorney and any other appropriate City of Chattanooga Departments, boards, and commissions on assigned real property transactions that include contracts, leases, easements, mandatory referrals, rights of entry, acquisitions, license agreements, donation agreements, transfers, etc.

Works with the Hamilton County Register of Deeds office to record deeds, easements, plats, etc. necessary to complete a real property transaction.

Coordinate with appropriate internal City of Chattanooga departments and external stakeholders to schedule and attend property site visits as needed.

Communicate with other government agencies regarding real property transactions, including, but not limited to, the State of Tennessee; Hamilton County; other cities, towns, counties, municipalities, and states as needed.

Communicates with the Hamilton County Real Property Manager or Hamilton County Real Property staff as needed and as requested by the Real Property Manager or higher-level managers or supervisors to coordinate the disposition processes for surplus and tax delinquent properties.

May serve as the liaison between applicable internal fiscal and purchasing departments; responds to questions regarding accounts, including for contracts, schedules, lease payments or collections for the department.

Assist Real Property Manager in obtaining services for appraisals, surveys, title reports, environmental services, analysis reports, and assists the Real Property Manager with other real property processes related to official boards and commissions of the City of Chattanooga, including, but not limited to, the Industrial Development Board, Chattanooga Downtown Redevelopment Corporation, Health Education & Housing Facilities Board and Sports Authority boards.

Properly maintain permanent records (electronic and hardcopy) for all real property transactions.

Attends meetings and community events to support the work of the administration and to assist and/or represent the Real Property Manager, including meetings of the Regional Planning Commission; Hamilton County Commission; and Chattanooga City Council.

Properly maintain a schedule of all existing City of Chattanooga lease agreements and contract renewal periods.

Understand and identify zoning classifications for parcels, draft resolution requests for City Council and submit agenda items for the Regional Planning Commission.

Responds to citizens' inquiries that are related to real property, inclusive of phone calls and electronic messages.

Tracks, monitors and assures compliance of all lease and insurance requirements and collaborates with lease holders to implement corrective action to ensure that all required documentation is collected.

Coordinates the solicitation of quotes from vendors, including the preparation of specifications; monitors and evaluates the vendor performance.

Reports to and supports the Real Property Manager

Serves as back-up to the Real Property Manager.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree or a combination of five (5) years of experience in the real property industry and some college coursework.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of federal, state and local laws, regulations, ordinances, codes, standards, policies and procedures governing real property; real estate principles and practices, contract management principles, commercial property management principles and practices, budgeting principles, and project management principles. Recordkeeping practices and principles; ability to comprehend and address the unique challenges for each parcel as related to deeds, plats, site plans, title reports, environmental assessments, building assessments, appraisals, surveys, and various recorded documents. Review documents routinely, including deeds of conveyance, liens, plats, and Notice of Land Use Restrictions, etc. The ability to transition and multi-task between multiple transactions while maintaining a positive and professional attitude is a necessity and is vital to the efficient operation of the Real Property Office; skill in communicating, writing, and organizing information clearly; ability to prioritize appropriately, be detail-oriented and work well both individually and as part of a team to utilize time in the most efficient manner possible; ability to read and interpret deeds and other recorded documents, leases, contracts, plats, site plans, development drawings, environmental assessments, building assessments, title reports, appraisals, and other documents related to real property transactions. Knowledge of or interest in learning real estate law, real estate concepts, and real estate best practices, especially with regards to commercial real estate and real estate property management. Communication and interpersonal skills as applied to interaction with partners, coworkers and the general public. Skills in Google Docs, Excel, Word, GovQA, Oracle and other software applications.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light-Work Incumbents.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.