

CITY OF CHATTANOOGA

Classification Specification Title: Real Property Manager

Department: Economic Development

Pay Grade: GS.13

Supervision Received From: Admin. Economic Development

FLSA Status: Exempt

Supervisory Responsibility For: Real Property Coordinator

Established: 6/13/19

Revision Dates: 4/17/25;

2/7/25; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for the management of City-owned property. This position requires exceptional organizational skills and the ability to be detail oriented. All real property transactions, regardless of the department, are initiated with the Real Property Manager and the Real Property Manager will have oversight of the entire transactional process until the transaction is completed. These obligations require the Real Property Manager to work closely with the Administrator of Economic Development, Office of the City Attorney, the Mayor's Chief Housing Officer, and the other city-wide Administrators. Services are provided to all City departments, including the Mayor's Office. Additional obligations include the management and maintenance of the real property database the maintenance of comprehensive hard-copy and electronic records. representation at multiple city boards, insurance compliance on real property contracts, mandatory referral actions with the Planning Commission, obtaining quotes and services for vendor services, and writing Requests for Proposals.

The Real Property Manager will be responsible for and committed to providing Real Property expertise for the advancement of the Mayor's vision for Chattanooga.

SERIES LEVEL: The Real Property Manager is a stand-alone position.

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.)

In cooperation with the Administrator of Economic Development, determines strategic uses and dispositions of real property.

Manages and maintains records and inventory of City-owned real property including the purchase of property for project needs.

Review and retain city-wide media articles.

Work with the Office of the City Attorney and the appropriate administrator throughout the entire transactional process for leases, access agreements, and other contractual documents.

Draft City Council Resolutions for city-wide real property transactions and schedule them on the City Council Agenda. Be available for the City Council and responsive to questions on the agenda items.

Take the appropriate responsive action for title reports, settlement statements, appraisals, surveys and environmental assessments.

Review, approve, and subsequently request the funds for real property acquisitions. Represent the City at the closing table for the acquisition or disposition of real property.

Communicate with the Hamilton County Real Property Manager and the Hamilton County Attorney on transactions involving the County of Hamilton.

Communicate and manage transactions with the State of Tennessee Excess Land Division on real property transactions involving ownership by the State of Tennessee.

Represents the department and the City with applicable federal, state and local agencies, community organizations, such as the Chattanooga Housing Authority. CARTA. University of Tennessee at Chattanooga and Knoxville. The Stadium Corporation, and Norfolk-Southern Railway, City at the Planning Commission.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems. Attendance is required at the board meetings for Chattanooga Downtown Redevelopment Corporation. Industrial Development Board. The Sports Authority of the County of Hamilton and the City of Chattanooga, Tennessee. The Sports Authority for the City of Chattanooga. the Land Bank Authority, and the Planning Commission.

Files mandatory referral actions with the Regional Planning Agency for the acquisition. disposition. or surplus of real property, and have representation before the Planning Commission. Recommendations from the Planning Commission must be followed up with approval by the Chattanooga City Council.

Manages the receipt and dissemination of information relative to department operations which includes preparing and submitting a variety of plans, reports, forms, correspondence, statistical information, proposals and/or other related information.

Manage City employee access to the information of the Hamilton County Register.

Verify and maintain documentation of insurance coverage for all leases, access agreements and other Real Property transactions with insurance requirements: the insurance documentation must be updated on an annual basis throughout the entire term of the lease/contract.

Solicits bids from vendors and contractors including the preparation of specifications; monitors and evaluates contractor and vendor performance; authorizes contractor payments.

Write Request for Proposal documents and be an evaluator for the responses.

Works in conjunction with all City departments in the development of City owned properties for residential. commercial, or municipal purposes.

Attend meetings and community events. as needed and required for real property activities.

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 equivalent and seven (7) years related experience in real estate or property management; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Real Estate Broker License.

SUPPLEMENTAL INFORMATION:

Knowledge of real estate principles and practices; commercial property management principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; property maintenance principles and practices; contract management principles; commercial construction principles and practices; project management principles and budgeting principles. Skill in using a computer and related software applications: reading and interpreting technical documents, including contracts, deeds, leases, access agreements, rights-of way, title reports, settlement statements, appraisals, environmental documents and surveys; developing and implementing property maintenance plans; writing contracts and RFPs; overseeing compliance; for real property transactions, interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; managing contracts; managing budgets; managing projects; preparing a variety of reports and related business documents, and performing mathematical calculations.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, 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 may be subjected to extreme temperatures.

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.