

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV36361</b>
<b>Job Class Code:</b>	<b>700</b>	<b>Salary Schedule:</b>	<b>ASRRDISPO</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>11/1/97</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Engineering and Related Technical Series

**JOB CODE TITLE:** LAND DISPOSITION PROJECT LEADER I

**HRIS TITLE:** LAND DISPOS PROJ LDR I

**WORK DESCRIPTION:** Serves as a team member on high priority, multi-discipline land disposition projects characterized by high visibility, high revenue potential, and/or potential for great positive or negative impact; OR as a team leader, directing a team of land disposition agents in planning and coordinating standard to moderately complex projects involving sales, commercial leases and right-of-way contracts in accordance with pertinent State rules, regulations, policies, procedures, and statutes. A position in this class is distinguished from the Land Disposition Agent by its assignment to a higher ratio of urban (versus rural) projects; and from the Land Disposition Project Leader II by its assignment as an individual contributor on a multi-faceted, collaborative, problem-solving project team.

**WORK ACTIVITIES:** negotiates sales, commercial leases, and right-of-way contracts of moderate to high complexity. Makes recommendations to project leader/section manager on disposition alternatives and specific elements of each disposition. Leads sales, leasing, and/or right-of-way projects of standard to moderate complexity. Evaluates, drafts and implements new rules and procedures, policies, reports, applications and documents. Conducts formal and informal meetings and presentations. Adheres to applicable laws and rules and coordinates with the office of the attorney general on complex matters. Applies highest and best use principles to land use decisions, and coordinates with state land department appraisal section on appraisal issues. Reviews transactions/project plans to assure compliance with state and federal guidelines. Processes applications of moderate to high complexity for the disposition of state trust lands. Coordinates with local authorities on land use and infrastructure issues. Prepares statistical and financial reports. Attends staff meetings, shares information, and participates in problem solving. Performs related work as required.

**WORK CONDITIONS:** Typically works in an office setting with no unusual working conditions. Occasionally works in a field setting. May be exposed to a variety of weather conditions and overnight travel.

**SUPERVISION:** Works under the general supervision of the Land Disposition Section Manager, submitting project development and implementation plans for compliance with state/federal laws and regulations and overall Department goals/philosophy. Makes project specific assignments to, and informally evaluates performance of, project team members. As a team member, work assignments are reviewed by a higher level project leader.

**WORK RESULTS/PRODUCTS:** Completed lease/sales analyses; resolved land management problems; negotiated right-of-way contracts and lease/sale values and terms; processed/completed real estate transactions; prepared documentation of activities and findings; completed financial/statistical reports; coordinated project activities.

**RESPONSIBILITY:** As a member of a project team, completes/coordinates work efforts and provides input for problem resolution; as a project leader, leads team in completing difficult sales, leases, and/or right-of-way transactions; establishes work standards; monitors work flow and schedule; provides technical guidance and direction to project members.

**AUTHORITY:** As a team member, serves as a resource, recommending action as part of a collaborative problem-solving team. As a team leader, determines plan of action, assigns individual project tasks, and provides input into supervisory decisions made at higher levels.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Project management and coordination; Financial analysis and discounted cash flow; Principles and practices of commercial real estate sales, leasing, and right-of-way analysis and disposition; Real estate values and uses; Principles and practices of land use planning and management, and associated laws, rules and regulations; Construction, evaluation, and execution of leases, easements, and sales contracts.

**Skill/Ability to:** oral and written communication; Judgment in locating and selecting most appropriate guidelines for numerous and variable circumstances; Organizational skills in coordinating activities and efforts of land disposition agents; Negotiation skills sufficient to obtain support, cooperation, and timely action or change from involved parties; establish program objectives or performance goals and assess progress toward their achievement; establish and maintain effective working relationships with various levels of governmental and business officials and the public; make independent decisions and judgments relative to all transactions.

**SPECIAL SELECTION FACTORS:** Bachelor's degree in finance, real estate, business administration, urban planning, public administration, management, or related field; AND two (2) years of experience in commercial real estate, land sales, right-of-way transactions or real estate project management; OR an equivalent combination that meets the job requirements.