

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV36362
Job Class Code:	700	Salary Schedule:	ASRRDISPO
EEO Category:	02	Grade:	21
Workers Comp Code:	9410		

Job Code Established:	11/1/97	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Engineering and Related Technical Series

JOB CODE TITLE: LAND DISPOSITION PROJECT LEADER II

HRIS TITLE: LAND DISPOS PROJ LDR II

WORK DESCRIPTION: Operates individually or as a team leader on high priority, multi-unit, multi-discipline land disposition projects characterized by high visibility, high revenue potential, and/or potential for great positive or negative impact. As a team leader, directs a team of technical specialists, planning and coordinating 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 Project Leader I by its assignment (1) as a technical expert to the most complex projects requiring specialized technical expertise critical to the agency's need; and (2) as a team leader, to projects at the highest level of complexity and diversity.

WORK ACTIVITIES: negotiates sales, commercial leases, and right-of-way contracts of the highest diversity and complexity. Makes recommendations to section manager or division director on disposition alternatives and specific elements of each disposition. Manages multi-disciplinary projects of the highest diversity and complexity. Evaluates, drafts and implements new rules and procedures, policies, reports, applications and documents. Conducts formal and informal training, seminars, meetings and presentations. Adheres to applicable laws and rules and coordinates with the office of the attorney general on matters of highest complexity. 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 the highest complexity for the disposition of state trust lands. Coordinates with local authorities on land use and infrastructure issues. Prepares statistical and financial reports. Assists in the preparation of section budgets and 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 independently, under the limited 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.

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. Oral and written media contacts. Recommendations regarding section policies/procedures.

RESPONSIBILITY: As an individual contributor, completes the most complex sales, leasing, and/or right-of-way transactions. As a project leader, coordinates the activities of team members in the completion of major real estate dispositions at the highest level of complexity and diversity; provides technical guidance and direction to project members.

AUTHORITY: To recommend action to Section Manager and/or Division Director relative to individual or team projects; determines plan of action, coordinates team members to accomplish project goals; handles difficult/important media contacts.

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

SPECIAL SELECTION FACTORS: Bachelor's degree in finance, real estate, business administration, urban planning, public administration, management, or related field; AND four (4) 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.