

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV36366</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>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		
<b>Job Code Established:</b>	<b>10/12/06</b>	<b>Effective Date:</b>	<b>10/12/06</b>
<b>Job Code Revised:</b>	<b>1/12/07</b>	<b>Effective Date:</b>	<b>1/12/07</b>

### **JOB CODE SERIES:**

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

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

**CHARACTERISTICS OF THE JOB CODE:** Directs individuals and teams of technical specialists on high priority, multi-unit, multi-discipline land disposition projects at the highest visibility, highest revenue potential and/or potential for the greatest positive or negative impact. Works individually on land disposition projects which involve the most complex legal issues. May serve as an Assistant Section Manager.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Assists in the negotiation of sales, commercial leases or right-of-way contracts. Assists in the supervision of processing, review, analysis and recommendation on sales, commercial leasing or right-of-way proposals. Negotiates leases and related documents, sale contracts and related documents. Negotiates development agreements and other documents relative to major property dispositions. Assists in negotiations with governmental entities relative to the planning, development and disposition of trust land.

Makes project assignments, monitoring operations to ensure the accurate, timely and effective completion of projects. Makes recommendations to section manager relative to disposition alternatives and specific elements of each disposition. Supervises the processing, review, analysis, and recommendations on sales, commercial leasing or rights-of way proposals. Replies verbally and in writing to inquiries, presenting and requesting information requiring considerable judgment and discretion. Identifies and resolves conflicts to the satisfaction of involved parties. Conducts formal and informal training, meetings, seminars and presentations. Prepares statistical and financial reports. Performs related tasks 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.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Principles and practices of effective management. Principles and practices of commercial real estate sales, leasing, and rights-of-way analysis and disposition; land use planning and management, and associated laws, rules and regulations. Real estate values and uses. Construction,

evaluation, and execution of leases, easements, and sales contracts. Project management and coordination. Work management and leadership. Financial analysis and discounted cash flow.

**Skill/Ability to:** Use organizational skills in coordinating activities and efforts of multi-disciplinary teams. Use effective oral and written communication. Establish and maintain effective working relationships with various levels of governmental and business officials, community leaders and the public. Make important decisions and judgments affecting direction of programs/projects. Negotiation skills sufficient to obtain support, cooperation, and action or change from involved parties.

KSAs are typically obtained through experience and/or education in:

- Juris Doctor or Bachelor's degree in finance, real estate, business administration, urban planning, public administration, management or related field
- Extensive experience in real estate, land sales, rights-of-way transactions or project management

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:**

- Possession of a valid Arizona driver's license