

## LAND SPECIALIST (J) (Open) w/Supplemental Questionnaire

**Req ID** 2769

**Job Category** Engineering/Technical

**Last Day to Apply** Jul 15, 2010

**Salary Range** 63,912 - 79,812

**Employment Type** Regular

**Eligible List** Yes

**Selection Process** Application review and interview

[Employment Application Disclosures](#)

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### Purpose

To appraise and arrange for the acquisition of real property and easements (rights of way) to meet District facilities needs.

### Essential Functions

1. Appraises, or directs and oversees consultant's appraisal of, real property and easements (rights of way) for District generation, transmission, distribution, communication and administrative facilities, utilizing professionally accepted appraisal techniques; estimates the value of land and improvements; reviews appraisals; performs appraisal contract administration.
2. Negotiates (or oversees consultant negotiation) for the acquisition of real property and easements with property owners, attorneys, lessees, and/or other parties-in-interest, by purchase or voluntary grant; researches public records to verify property taxes and assessments, liens and encumbrances, and ownership; prepares cost estimates, feasibility studies, and other special reports; prepares escrow instructions and all documents involved in and necessary for property and easements acquisition; develops and negotiates leases of property for District use; prepares and secures approval for special realty contracts and agreements.
3. Performs property management functions for assigned land projects up to their release for construction by performing such duties as coordinating and overseeing the operation of the properties; making field inspections of the properties as required; reviewing and approving professional service contracts and other consultant work; preparing and evaluating feasibility studies and financial analyses; and maintaining comprehensive and accurate records.
4. Maintains an up-to-date knowledge of legal factors having a bearing on current and proposed land use by the District by reviewing and analyzing legislation, litigation, special assessment districts, zoning regulations, and asset management activities.
5. Facilitates approval of District land use projects by developing and making oral and written recommendations and presentations to District executive management and governmental bodies.
6. Provides information to the public, i.e., property owners, developers, consultants, tenants, public entities and quasi-public entities, by conducting and participating in community/public meetings to explain and answer questions about land use requirements, rights, and restrictions concerning the siting and routing of District facilities.
7. Assists in developing and conducting siting and routing studies as an aid for decision to be made by coordinating and supplying detailed background, legal, and regulatory information on properties concerned to engineering, environmental planning, and other project staff involved.
8. Coordinates construction work on major projects, resolves problems, and responds to rate payer concerns and questions by working effectively with District personnel, property owners, contractors, other agencies, and the general public.
9. Performs related duties as required.

## Minimum Qualifications

### [KNOWLEDGE OF:]

Federal, state and local laws, codes and regulations governing California real estate, title and escrow practices, eminent domain, governmental utility license/permit requirements, ad valorem taxes and public improvement assessments, and basic CEQA regulations relative to land and easement acquisitions; principles, procedures and practices related to land surveys and mapping, appraisal of land and easements, legal descriptions, negotiating techniques, basic electrical system design and construction; methods and techniques for report preparation and writing; techniques and strategies for public speaking; techniques related to customer relations; procedures and practices for overseeing contractor's/consultant's work activities.

### [SKILL TO:]

Compile and prepare technical, statistical and/or analytical reports and presentations; develop and conduct oral presentations to internal/external audiences; explain complex and/or controversial policies, regulations, procedures and/or activities internally/externally; express ideas/facts clearly and concisely to individual or groups, taking into account the audience and nature of information; respond to and resolve customer issues, concerns and needs; analyze situations, documents and data for conformance to established policy and procedures; apply applicable laws, codes and regulations; gather data from appropriate sources and identify relevant factors; interpret, analyze and apply pertinent policies, procedures, regulations and requirements; interpret, clarify, understand and analyze verbal/written information and ideas; negotiate with external representatives on behalf of the District; research, analyze and provide recommendations to achieve department objectives; effectively negotiate acquisition of land rights, paid and gratis; interpret land use laws, ordinances and regulations; appraise real property and easements; analyze appraisal reports and environmental documents; interpret/prepare legal descriptions including metes and bounds, and the various documents, maps, and drawings used in real estate transactions; read engineering, architectural and construction plans; analyze problems and develop practical solutions; utilize a personal computer and/or computer terminal, systems and software relevant to the job; communicate effectively orally and in writing internally/externally; establish and maintain effective working relationships internally/externally.

### [EXPERIENCE:]

3 to 5 years of progressively responsible relevant work experience in negotiating and completing the acquisition of real property and easements for utility use, appraising real property and easements, and working with project teams and the public.

### [EDUCATION:]

High school diploma or equivalency.

**NOTE: YOU WILL BE ASKED TO RESPOND TO THE FOLLOWING SUPPLEMENTAL QUESTIONS WHICH WILL BE THE LAST STEP OF THE ON-LINE APPLICATION PROCESS.** This questionnaire must be completed for employment consideration. There is a 3,000 character limit per question. In addition, the system will time out after 60 minutes if you have not completed your responses to the supplemental questions; therefore, we recommend that you prepare your answers in advance using a word processing program and then copying your responses into the appropriate fields of the on-line application. **PLEASE DO NOT INDICATE "REFER TO RESUME" AS IT WILL BE VIEWED AS AN INCOMPLETE ANSWER.**

- 1) Real Property Acquisition: Describe in detail your experience in the area of real property acquisition. In your response, include the number of times you formed the task, what the purpose was, and where you acquired this experience.
- 2) Land & Easement Appraisal: Describe in detail your experience in land and easement appraisal preparation and review. In your response, indicate the types of appraisals, what the purpose was, and where you acquired this experience.
- 3) Permitting and Right of Way Acquisition: Describe in detail your experience in acquiring ROW's required for construction, utility and/or maintenance work. In your response, indicate the types of ROW's you have acquired, how you prepared and completed the ROW function, where you acquired this experience, and your years of experience.
- 4) Legal Documents: Describe in detail your experience preparing legal documents used in real estate transactions (including deeds, rights of way, contracts and leases). In your response, indicate the types of documents prepared, what the purpose was, and where you acquired this experience.
- 5) Legal Descriptions: Describe in detail your experience in reading and plotting legal descriptions including metes and bounds. In your response, indicate where you acquired this experience.

6) Land Titles, Real Property Taxes and Assessments: Describe in detail your experience searching and examining land titles, real property taxes and assessments, In your response, indicate the purpose and where this experience was acquired.

7) Presentations: Describe in detail your experience in developing and providing oral and written presentations to the public and staff of government agencies. In your response, indicate your experience in delivering relevant presentations to successfully obtain approvals for projects, permits, license and property easements, and where this experience was acquired.

### **License/Certifications**

A valid California Drivers License

### **Desirable Qualifications**

[EDUCATION:]

Bachelor's degree from an accredited college or university majoring in Real Estate or related field or equivalent experience.

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