



Assessment District/Real Property Specialist

Class Code:
30894

Bargaining Unit: GENERAL UNIT

CITY OF SAN BERNARDINO
Established Date: Jan 24, 2011
Revision Date: Jun 10, 2014

SALARY RANGE

\$5,782.78 - \$7,028.87 Monthly
\$69,393.36 - \$84,346.44 Annually

JOB SUMMARY:

Under general supervision, performs difficult technical functions associated with the acquisition, administration and disposition of easements/rights-of-way, real property, annexations and assessment districts; prepares a wide variety of legal descriptions, maps, drawings, contracts/agreements, cost estimates and other documents; and performs related duties as assigned.

Distinguishing Characteristics:

Assessment District/Real Property Specialist is an advanced technical class in the Public Works Department. The classification performs complex, specialized technical duties associated with formation and administration of special districts, acquisition of rights-of-way for construction and maintenance of City operations and facilities, and multiple additional real estate-related duties. Incumbents must apply seasoned, technical knowledge and experience in identifying and resolving issues with property titles and appraisals, real estate acquisition negotiations and strategy, assessment district calculations and formation proceedings, street/alley vacations and City-owned lease management.

Assessment District/Real Property Specialist is distinguished from Assessment District/Real Property Manager by the latter classification's responsibilities for organizing the work and managing the section.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Researches real property values and title records; examines engineering plans and property maps to determine extent of property requirements for street rights-of-way and easements; prepares documents for the execution of deeds, quick claims, partial releases

and other related papers; assists in making appraisals to determine market values for properties; prepares maps and legal descriptions; negotiates with property owners to establish terms/conditions of property conveyances; maintains final recorded documents.

2. Collects and analyzes zoning, assessment valuation, improvement, tax and other pertinent information for use in developing annexation proceedings; investigates proposed project sites to determine effect on property values; prepares LAFCO applications, reports, City Council resolutions, plans for services, assessor's partial listings and other related documents for City consideration; prepares maps and rough sketches of property and lot descriptions being acquired; assists with information for Council agenda; records documents with the County Recorder and County Clerk; coordinates house numbering and street signs in newly annexed areas.

3. Prepares and administers leases of City-owned properties.

4. Researches and analyzes the feasibility of street vacations; performs site visits and notifies City departments, utility companies and other interested parties; prepares reports for Council action including authorization to proceed, resolution of intention, public hearing and resolution ordering the vacation; reviews assessor's parcel maps and legal descriptions; prepares maps of areas proposed for vacations; coordinates publication of hearing notices and posting of properties; prepares easement documents and other materials for recording; finalizes the vacation by notifying all City departments, utility companies and other interested parties; maintains records of the vacation; records information on master maps.

5. Assists with the coordination and formation of landscape maintenance districts, community facility districts and other types of special districts in accordance with required state and local regulations; reviews landscape plans to determine landscape areas and costs; performs mathematical calculations to determine assessment amount; prepares engineers' reports for submittal to City Council; prepares Council action items including authorization to proceed, notice of public meetings and public hearings, resolutions of intent and resolutions ordering work completed; notifies and maintains ongoing communication with property owners and other affected parties; prepares assessment district maps and boundary maps; coordinates the publication of public meeting and hearing notices; prepares and mails assessment ballots; obtains work orders and tracks time and costs associated with assessment projects; prepares annual assessment rolls and coordinates the placement of assessments and special taxes on the county tax rolls; reviews county assessment rolls and monitors tax collection.

6. Researches and evaluates the feasibility of providing sewer services outside the City through special outside sewer contracts; contacts and coordinates evaluation with appropriate City departments; prepares sewer service applications, plans for services, maps, agreements, City Council resolutions and other documents; notifies property owner of Council action; coordinates review process with LAFCO.

GENERAL QUALIFICATIONS

Knowledge of:

1. Concepts, methods and techniques for appraising property and establishing market value.
2. Methods and techniques for property recordation and property records search.
3. Federal, state and local laws and regulations applicable to right-of-way/easement acquisition by public agencies; eminent domain proceedings; sphere of influence expansion; annexation; street vacations; underground utilities; and city leases.
4. Basic principles and practices of property and contract law, including preparation of sound legal descriptions and instruments of real property conveyance.
5. Formation and taxation of special assessment districts.

6. LAFCO policies and procedures.
7. Principles and practices of sound business communication.

Ability to:

1. Analyze technical data and legal requirements, evaluate alternatives and make sound recommendations within established guidelines.
2. Plan, organize and independently carry out assigned duties efficiently and effectively.
3. Understand, interpret, explain and apply federal, state and local laws and regulations applicable to areas of responsibility; understand and prepare legal descriptions.
4. Perform sound property appraisals.
5. Read and interpret maps, engineering plans and drawings.
6. Research and establish property ownership.
7. Prepare clear, concise, comprehensive and legally sound documents and reports.
8. Utilize a personal computer, AutoCAD and basic drafting tools.
9. Perform mathematical and financial calculations.
10. Communicate clearly and effectively both orally and in writing.
11. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned property owners.
12. Establish and maintain effective working relationships with City management, staff, consultants, property owners, outside agencies/companies and others encountered in the course of work.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with major course work in public or business administration, engineering or a related field; and two years of increasingly responsible real estate and/or right-of-way acquisition experience; or an equivalent combination of training and experience.

Accreditation shall be by a national or regional accreditation body that is recognized by the Secretary of the United States Department of Education.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.