



Philadelphia Housing Development Corp.

## **JOB: Real Estate Specialist III – Land Bank**

### **GENERAL DEFINITION**

This is real estate work purchasing and/or selling real estate property. Work differs from that of the next lower class in that employees are assigned to projects of greater scope and complexity requiring the exercise of greater independence of judgment. Explaining City real estate procedures to and negotiating terms with owners, prospective buyers, and/or their agents to obtain a successful conclusion are significant aspects of the work.

Under general supervision, is responsible for conducting complex negotiations for the acquisition, rental, lease or disposal of buildings, grounds, structures and other real property for the Philadelphia Housing Development Corporation and/or Philadelphia Land Bank.

### **TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)**

Researches, negotiates and concludes real estate transactions; receives request for the acquisition, sale rental or leasing of real estate; supervises a technical and clerical staff engaged in procuring and processing various data and documents in connection with real estate transactions; inspects property in specified geographic areas, reviews available real estate records, title reports, and property appraisal reports, and discusses departmental needs to determine condition of properties, site selection, and to negotiate price; explains to owners City real estate transaction procedures and processes, and rights and benefits as stated in federal guidelines if applicable.

Processes purchases up to final settlement; confers with representatives of government agencies and quasi-public bodies such as Philadelphia Redevelopment Authority and Philadelphia Industrial Development Corporation on real estate problems in which those bodies are involved; procures requisition and reuse appraisals for real estate to be transferred to redevelopers; collaborates

with the Assistant Director in resolving technical problems between Philadelphia Housing Development Corporation and/or Philadelphia Land Bank and appraisers.

Negotiates purchase price agreeable to owners and appropriate City departments; request condemnation procedures if agreement cannot be reached.

Disposes of property through arrangement for public auction or by means of sealed bids; clears sale of property with City departments and agencies; informs prospective buyers of purchasing procedures and processes; determines minimum purchase price; attends bid opening or public auction.

Prepares appropriate ordinances, letters, agreements of sale, deeds, and related documents; orders title reports; informs appropriate parties or their representatives of any barriers that prevent settlement; arranges and participates in property settlement.

Negotiates leases in which the City is the lessor of the lessee; utilizes advertising, personal contact with realtors and property owners, and other standard techniques to obtain most favorable leasing terms available.

Gathers supporting data required in application for federal and state aid; monitors purchasing activities to insure compliance with federal guidelines; prepares annual report of properties purchased under federal grants.

Prepares annual operating budget for City rental needs, anticipating new rental needs and cost of space required.

Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES KNOWLEDGE OF:**

- The principles, practices and techniques involved in the transfer of real estate property.
- The effects of mortgages, dedications, liens, and other encumbrances and actions affecting real estate titles.
- Common legal concepts and terms used in real estate management.
- The City's acquisition, selling, and leasing process for real estate property.

- Methods and techniques used in real estate appraisal.
- The uses and organization of records affecting land titles which are maintained by title companies and by the City.
- City condemnation procedures and processes.

**ABILITY TO:**

- Make preliminary recommendations concerning the acquisition, use or sale of real estate.
- Prepare real estate appraisal and property use analysis reports.
- Review property appraisals for consistency and thoroughness.
- Negotiate and complete real estate transactions.
- Keep abreast of current developments and trends in the local real estate market.
- Follow established procedures and regulations pertaining to real estate transactions.
- Establish and maintain effective working relationships with associates, parties to real estate transactions, and the public.
- Supervise technical and clerical staff.
- Express oneself clearly and concisely, orally and in writing.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE**

(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests.)

Education equivalent to completion of the twelfth school grade.

Eight years of real estate experience buying, selling or appraising real estate property, or negotiating the sale or purchase of real estate property.

Or any equivalent combination of acceptable education and experience.

**PHYSICAL AND MEDICAL REQUIREMENTS**

Ability to meet the physical and medical standards approved for this class.

## **LICENSES, REGISTRATIONS AND/OR CERTIFICATES**

Licensed as a real estate salesman in the State of Pennsylvania. Possession of a valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania prior to and during tenure of employment as a Real Estate Specialist III.

**ALSO INCLUDES:** Competitive Starting Salary, Superior Health Insurance, Generous Pension Plan, Life Insurance, Deferred Compensation and Generous Paid Leave and Holidays

**Starting Salary - \$50,840**

ONCE HIRED, THE EMPLOYEE MUST BECOME A RESIDENT OF THE CITY OF PHILADELPHIA WITHIN SIX MONTHS OF APPOINTMENT AND MAINTAIN RESIDENCY STATUS IN THE CITY OF PHILADELPHIA AS A CONDITION OF EMPLOYMENT.

### **APPLICATION PROCEDURE:**

Applicants for this job opportunity must be mailed, faxed or e-mailed a cover letter and resume to LaVerne P. Harris at PHDC Human Resources. The mailing address is 1234 Market Street, 17<sup>th</sup> Floor, Philadelphia PA 19107. The fax number is 215-320-7895, and e-mail address is PHDC.Hiring@phila.gov.

Please contact LaVerne P. Harris at 215-448-3127 if you have any questions regarding this job opportunity.

This job opportunity will be posted until a sufficient number of qualified resumes/applications have been received.

*PHDC is an equal opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*