



**CITY OF WEST SACRAMENTO**  
invites applications for the position of:

## **Real Property Senior Program Manager**

**SALARY:** \$45.48 - \$55.28 Hourly  
\$3,638.77 - \$4,422.00 Biweekly  
\$7,884.00 - \$9,581.00 Monthly  
\$94,608.00 - \$114,972.00 Annually

**DEPARTMENT:** ECONOMIC DEVELOPMENT & HOUSING

**DIVISION:** ECO DEV & HSG/ECO DEVEL & HSG

**OPENING DATE:** 01/17/20

**CLOSING DATE:** 02/09/20 11:59 PM

### **DESCRIPTION:**

The City of West Sacramento is actively recruiting for a Senior Program Manager who is responsible for Real Property Management. Candidates should have knowledge of principles, practices, techniques and terminology related to the acquisition, negotiation, appraisal, disposal/sale, leasing, easements, relocation assistance and escrow activities of real property transactions and related matters; applicable Federal, State, and local laws, regulations, and policies related to eminent domain, easements, right-of-entry, real estate title, and other right-of-way technical, legal, and financial activities; techniques and terminology to obtain, examine, and interpret property records and title reports to determine the extent and types of encumbrances and the status of interests in properties.

An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain his/her qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire. Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications. Additional screening criteria will be developed based on the supplemental questionnaire. Depending upon the number of qualified candidates, an oral panel interview may or may not be held. The top candidates will be referred to the department for further consideration.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Job Description: <https://www.governmentjobs.com/careers/westsacramento/classspecs/1246529?keywords=senior%20program%20manager&pagetype=classSpecifications>

### **TYPICAL QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

**Education:** Graduation from an accredited four (4) year college or university with major work in business administration, public administration or a field of the program to which assigned, or a closely related field.

**Experience:** Preference will be given to candidates with five (5) years of experience performing work in one or more of the following public agency and/or commercial real estate areas: real property appraisal, negotiation, acquisition, disposal/sale, leasing, property management, relocation assistance, title and escrow activities.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofwestsacramento.org>

Position #2019-00009  
REAL PROPERTY SENIOR PROGRAM MANAGER  
KM

1110 West Capitol Ave  
3rd Floor

West Sacramento, CA 95691  
(916) 617-4567

[hr@cityofwestsacramento.org](mailto:hr@cityofwestsacramento.org)

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### Real Property Senior Program Manager Supplemental Questionnaire

- \* 1. To be considered for the position, all candidates are required to complete and submit the required supplemental questionnaire with their application and resume. Failure to submit the completed supplemental questionnaire and application and resume will disqualify you from further consideration in the selection process used to fill these positions. The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "education" and "work experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing the supplemental questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. Do you understand these instructions?

Yes  No

- \* 2. Please describe your experience obtaining examining and interpreting property records and title reports to determine the extent and types of encumbrances and the status of interests in properties. (If no experience, type N/A)
- \* 3. Please describe any experience examining engineering plans and property maps to determine extent of property requirements for street right-of-ways, public infrastructure and easements. (if no experience, type N/A)
- \* 4. Please describe your experience with appraisal instructions and gathering pertinent information for use in independent appraisals to determine market value and costs necessary for a specific use. (If no experience, type N/A)
- \* 5. Please describe your experience negotiating with property owners, in person or through correspondence, to establish terms and conditions of property conveyances and or assisting residential and commercial property owners and tenants in relocating under the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, and other appropriate relocation laws. (if no experience, type N/A)
- \* 6. I certify that all the statements made in this supplemental application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment process.

Yes  No

- \* Required Question