



City of Victorville

EMPLOYMENT OPPORTUNITIES

REAL ESTATE SPECIALIST ECONOMIC DEVELOPMENT DEPARTMENT

**\$7,001 - \$8,510 (PER MONTH)
+ BENEFITS**

*PERS 2.5% @55 ~ "CLASSIC" MEMBERS
PERS 2% @62 ~ "NEW" MEMBERS*

THE POSITION

To fill an immediate vacancy and establish an Eligibility List. Under general supervision, performs complex duties in the collection or assisting in the collection, organization, and analysis of data, appraisals, opinion of valuations, negotiation, property management and budgeting involving real property acquisition, sale, transfer or leasing of City and its related entities transactions. Coordinates with outside agencies, including, but not limited to title, escrow and appraisal companies, brokerage firms, private and public agencies to facilitate the renewal, transfer, sale or acquisition of real property within various City departments, and performs other duties, as required.

ESSENTIAL FUNCTIONS

Essential duties and responsibilities may include, but are not limited to the following:

- Under general direction and supervision, is the lead contact in performing real property transactions by planning, organizing, monitoring, reviewing, budgeting and reconciling acquisitions, sales, and leases for various City departments.
- Assist in negotiations for and secure execution of deeds, permits, quitclaims and other documents necessary in the acquisition or sale of properties such as vacant land, buildings, or other facilities, as necessary.
- Coordinate lease negotiations or renewals for buildings, land, or other facilities owned by the City.
- Assist in special lease transactions such as cell towers.
- Perform first review of purchase or new lease proposals and lease applications and renewal requests and makes recommendations accordingly.
- May initiate opening of escrows for real property acquisitions or sales.
- Under the general direction of senior staff shall coordinate the creation and execution of documents necessary to complete escrow.
- Prepare request for warrants or wire transfers to secure the transaction.
- Administer site investigations, property record searches, lease surveys, rent studies, and adjustments needed to establish and/or maintain lease agreement.
- Make recommendations to management and reviews work and expenditures of outside services and consultants.
- Obtain and review preliminary title reports to ensure title accuracy free from liens or additional issues that could jeopardize ownership or transfer, such as boundary disputes.
- Prepare and coordinate the execution of necessary documents to secure clear title and issuance of title policy on property sales or acquisitions.
- Gather proposals and reports from an independent professional to obtain an opinion about the environmental condition of the property in question for the purposes of identifying potential environmental contamination and mitigate and help protect the City from liability.
- Assist in the identification of City surplus property or buildings; assist and coordinate the disposal, disposition or transfer of surplus land and property according to Assembly Bill (AB) 1486 and Housing & Community Development (HCD) Surplus Land Act (SLA) Guidelines.
- Coordinate with HCD and dispose of surplus property accordingly.
- Meet, confer, and coordinate with various city departments and agencies, real estate agents and brokers, property managers, other outside agencies and companies, engineers, utility companies and other public agencies, as necessary.
- Author special correspondence, such as City Council/Board staff reports, resolutions, memorandums regarding the status of property transactions, including leases, purchase and sale agreements, deeds, etc.
- May coordinate and communicate with City and legal counsel regarding agreements and terminations of agreements.
- Maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Monitor existing leases or agreements to ensure terms are being met including the collection of rent and utilities.
- Coordinate with the City's billing and accounts payable divisions to establish rent billing.

14343 Civic Drive* Victorville, California 92392* Job line:(760) 261-1508 * Website: www.victorvilleca.gov

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EMPLOYMENT OPPORTUNITIES

REAL ESTATE SPECIALIST

ESSENTIAL FUNCTIONS (continued...)

- Conduct and reconcile lease revenues and expenditures relative to agreements and contracts.
- Prepare budget recommendations relative to assigned area of responsibility, track expenditures for adherence to budgetary boundaries, prepare monthly, quarterly, and annual financial reports if necessary and applicable, ensure maintenance of records in accordance with audit standards for all aspects of City real estate functions.
- Assist in design and production of technical or marketing information and hand-outs.
- Perform other duties as assigned and necessary.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

Graduation from high school or GED equivalent, SUPPLEMENTED BY Five (5) full-time equivalent years of real estate work experience in completing transactions involving the purchase or sale of real property, or a combination of experience and education to meet the requirements; A Bachelor's Degree in Business, Public Administration or Business Real Estate is preferred. Real Estate, Escrow and Appraisal certificates or certificates in a related field are preferred.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- The laws pertaining to the acquisition, sale, and leasing of land, improvements and rights-of-way.
- The factors involved in appraising real property and the principles underlying the appraisal process.
- Legal procedures and documents involved in real property transactions and common descriptions of real property.
- Principles and practices of public administration and organization applicable to a local agency.
- Statistical methods and methods of graphic presentation.
- Modern office methods, practices, procedures, and equipment.
- Technical and business writing skills with proper usage of English, vocabulary, spelling, punctuation, and grammar.

Skill in:

- Reviewing appraisals of land and improvements; interpret maps, legal documents, and engineering plans; learn and apply condemnation and real property laws.
- Prepare accurate and effective reports.
- Establish and maintain cooperative relationships with other employees and those contacted in course of work.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Gathering and analyzing data.
- Composing clear, concise, and grammatically correct correspondence.
- Reading, interpreting, and applying information that is complex and/or technical.
- Performing difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Applying safe work practices.

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WORKING ENVIRONMENT

Work is performed primarily in an office environment with some field work on occasion. Duties outdoors require working in a construction zone environment with exposure to a variety of environmental conditions, such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, and dust. Incumbent must have the mobility to visit various job sites on an occasional basis and perform physically demanding tasks which require the ability to stand, walk, bend, stoop, climb, lift moderately heavy objects, and work in high, precarious places. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form. Incumbent must be willing to occasionally work on weekends, holidays, and evenings. Incumbent must possess the stamina to work long hours and overtime, if necessary.

FILING DEADLINE

APPLY ONLINE: WWW.VICTORVILLECA.GOV no later than: **December 9, 2022**

TESTING PROCESS

Applications will be screened and those applicants most qualified will be invited to proceed in the testing process, which may consist of one or more of the following: supplemental questionnaire, written examination, performance evaluation, and an interview panel evaluation. If a written examination is utilized, only those candidates achieving the top scores will participate in the interview panel evaluation. Candidates recommended for hire will be required to undergo a background reference check, a fingerprint check, and a pre-employment physical, which includes a drug and alcohol test. A secondary eligibility list may be established for all other passing scores.

RFP#2022/L/dlm/October - 2022/R38

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RECRUITMENT PROCESS

HOW TO APPLY: An employment application must be submitted **ONLINE** by accessing the City of Victorville's website at www.victorvilleca.gov. Applications must be complete and must clearly show that the qualification requirements are met. A resume will not be accepted in lieu of the official application. All statements are subject to investigation and verification. Applications must be submitted **ONLINE** no later than the deadline date listed on the front of this announcement. Faxed applications will not be accepted. Applicants are responsible for promptly notifying Human Resources of any change of address and/or telephone number.

EXAMINATION: The City reserves the right to rate applicants based on a review of the application materials and to invite only the most qualified applicants to participate in successive parts of the selection process, consisting of one or more of the following:

- 1) A written examination of technical knowledge, skills and abilities.
- 2) A technical oral examination of education, experience, training, and personal suitability for the position will be evaluated by appearance before a board of representatives from other agencies.
- 3) A performance examination for demonstration of manual skills (i.e. typing, shorthand, and equipment operation).
- 4) A supplemental questionnaire for measurement of education, experience, and training.
- 5) An assessment center measuring various job skills.

COMPLAINTS: If you have any complaints or concerns with any phase of the recruitment process, a letter should be directed to Human Resources and received no later than the fourth working day following the date of notification of the results of any action taken.

ELIGIBILITY LISTS: A list of qualified candidates will be established in descending order of examination scores. Referrals for interviews for vacant positions will be made with those achieving higher scores referred first over those with lower scores. The City reserves the right to make appointments to lower level positions from an existing Eligibility List.

ADA ACCOMMODATION: Individuals with disabilities who require accommodation in the application or testing process must provide, at time of application, documentation from a qualified authority of the need for accommodation.

EQUAL OPPORTUNITY EMPLOYER: The City of Victorville, as well as its recipients, subrecipients, and contractors, will not discriminate in employment practices based on race, color, religious creed, ancestry, national origin, age, sex, pregnancy, marital status, sexual orientation, medical condition, mental or physical disability, political affiliation/opinion, Veteran's status, or request for family medical leave. The City of Victorville is committed to ensuring that the work environment of City of Victorville employees and the work environment of employees and volunteers of recipients, subrecipients, and contractors of City of Victorville are free from discrimination, harassment, and retaliation.

FULL-TIME EMPLOYEE BENEFITS

SALARY: Employees typically start at Step "1" of the salary range. Part-time employees do not receive benefits or merit increases and are hired at an hourly rate.

VACATION: Paid vacation is based on years of City of Victorville service: 80 hours for 0-5 years; 120 hours for 6-10 years; 160 hours for 11-15 years; 200 hours for 16+ years effective July 1, 2015.

SICK LEAVE: 96 hours of paid sick leave per year, including a sick leave pay back program upon resignation with five years of service.

HOLIDAYS: 13 Holidays per year plus one floating holiday for eligible full-time employees.

MEDICAL/DENTAL/VISION INSURANCE: Available for full-time employees and their eligible dependents, with a fringe subsidy.

DEFERRED COMPENSATION 457 PLAN: Available to interested employees.

LIFE INSURANCE: City-paid Life insurance coverage for full-time employees equivalent to one times annual salary, plus additional AD&D coverage. Supplemental life, accidental/death and dismemberment insurance available, paid for by the employee.

RETIREMENT: For employees hired on or after January 1, 2013, Public Employee's Retirement system contributions will be implemented according to Assembly Bill 340, Pension reform. Classic member's formula: 2.5% @55/ New member's formula: 2% @62. Effective July 1, 2015, employees pay CalPERS 8% employee contribution. The City does not participate in the Social Security program. Part-time employees are provided a supplemental retirement program under the deferred compensation program. The City is required to participate in the Medicare Program and contributes a matching 1.45% of salary.

SHORT-TERM DISABILITY: Employee-paid benefit provides 60% of salary after seven-day waiting period, up to a maximum \$1,600 weekly benefit.

LONG-TERM DISABILITY: City-paid benefit provides 66-2/3% of salary after 90 days of disability for full-time employees, up to a maximum of \$5,000 monthly.

EMPLOYEE ASSISTANCE PROGRAM: Provided for all full-time employees and their eligible dependents.

EMPLOYMENT INFORMATION

DIRECT DEPOSIT: All new hires are able to enroll into the direct deposit program.

IMMIGRATION LAW: Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States, as required by the Immigration and Reform Act of 1986.

E-VERIFY: The City of Victorville participates in the E-Verify Program.

PROBATIONARY PERIOD: All full-time employees must satisfactorily complete a one-year probationary period.

AT-WILL EMPLOYMENT: All part-time positions are considered at-will employment.

DMV PRINT-OUT: Some applicants will be required to provide a Motor Vehicle Report from DMV if their position requires the use of a City vehicle, and if the report is a listed requirement on front of the job flyer. An explanation is required for any Vehicle Code violation. A copy of the police report is required for any accident.

BACKGROUND CHECK: NOTE: Job offers are contingent and may be withdrawn if any of the following are not up to City standards:

MEDICAL STANDARDS- After an applicant receives a conditional job offer and satisfies all other employment conditions, but before he or she begins work, the applicant will be subject to a medical examination. The offer may be withdrawn if the applicant is unable to perform essential functions of the job with reasonable accommodation.

CRIMINAL HISTORY- Applicants will be fingerprinted for the purpose of a confidential background investigation.

REFERENCE CHECK- Appointment is contingent on verification with current and prior employers of work history information submitted to the City as well as proof of educational requirements set forth in job standard requirements.

DRUG AND ALCOHOL TESTING- All applicants, before or after a conditional job offer is made, must submit to and pass a pre-employment drug test. Some classifications are subject to random drug tests in accordance with City policy and/or State and Federal laws. Applicants who are considered for hire must submit to and pass drug testing prior to appointment. Some classifications are subject to ongoing random drug & alcohol tests in accordance with City policy and/or State and Federal laws.

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Human Resources
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