



City of Phoenix

Real Estate Program Manager

Job Code:	12190	Job Function:	Finance and Accounting
Salary Plan:	001	Grade:	069
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	13-2023.00	Last Revision:	April 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to provide assistance in directing the activities of the Real Estate Division which is responsible for acquiring and disposing of real property and the relocation of occupants displaced by projects needed for City functions and public purposes. Incumbents in the class are guided by City Code, department policies, and assignments received from the Deputy Finance Director. Responsibilities include directing aspects of acquisition programs, reviewing work in progress with section supervisors, and reviewing completed acquisition projects. Performance is evaluated through reports, conferences, and results achieved.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Supervises, trains, and evaluates professional, technical, and clerical staff;
- Coordinates and implements required procedures for the planning, budgeting, and staffing of the division;
- Reviews projects in progress or at completion to assure conformance with proper procedures and accuracy;
- Answers inquires and resolves complaints from the public;
- Review and monitors budget, audit, and case file records;
- Prepares division budget, payroll work order charges, inventory, and performance appraisal reports for administrative approval;
- Establishes and directs a standards and goals system for the division;
- Develops detailed cost estimates and projections for proposed projects;
- Meets with City officials, property owners, attorneys, and other agents regarding problems and solutions of property and special projects;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Research and design techniques, methods, and procedures.
- Generally accepted standards, principles, techniques, and practices in real estate acquisition, management, and sales.



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- Federal, state, and city laws, regulations, and ordinances related to real property acquisition use and disposal.
- Principles and practices of supervision and personnel management.
- Real estate title work and valuation principles.
- Functions of real estate appraisal process and right-of-way acquisition.
- Right-of-way sale and purchase requirements.
- Federal and State Relocation Laws, regulations and guidelines.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Explain complex, technical problems in easy to understand, non-technical language
- Communicate orally in the English language with customers, clients, and the public using a telephone and in a face-to-face, one-on-one setting.
- Work cooperatively with other employees, customers, clients, and the public.
- Perform arithmetical computations quickly and accurately.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Review or check the work products of others to ensure conformance to standards.
- Remain in a sitting position for extended periods of time.
- Enter data or information into a terminal, PC, or other keyboard device.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in a professional real estate environment, including two years of supervisory experience, and a bachelor's degree in public or business administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.