



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

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| POSITION TITLE: | Property Coordinator |
| CONTRACT YEAR: | Twelve Months |
| PAY GRADE: | 26 |
| BARGAINING UNIT: | BTU-TSP |

PREFERRED QUALIFICATIONS

EDUCATION: An earned master’s degree from an accredited institution in real estate, urban planning, public administration or related field.

EXPERIENCE: A Mminimum of four (4) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of five (5) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor’s degree from; an accredited institution in real estate, urban planning, public administration or related field.

EXPERIENCE: A Mminimum of six (6) years of, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of seven (7) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

ADDITIONAL QUALIFICATIONS

REQUIRED: Knowledge of the real estate field, including but not limited to substantial knowledge about site acquisition methods, the disposal of real property, leases, the interpretation and granting of easements, boundary surveys, blueprints, legal descriptions, environmental reports, appraisal reports and right-of way vacation requests. Advanced written and oral communication skills, the ability to develop PowerPoint presentations, and computer skills as required for the position.

~~Special qualifications — Degree majors in urban planning or related field. Bilingual skills preferred. Computer skills as required for the position.~~

PREFERRED: Bilingual skills

REPORTS TO: Director, Facility Planning & Real Estate or designee Real Estate and Environmental Planning

SUPERVISES: None ~~Planning Specialist and employees as assigned~~

POSITION GOAL: ~~To make a significant contribution to the short/long range goals and analysis of current conditions and problems relating to site planning, assist in the acquisition of land for future schools or for the expansion of existing school facilities, ordering and processing the appraisal of real property, maintenance of the School District’s real property records which include grant deeds, surveying, leasing, and easement matters appraising and provide solutions which enable every Broward County student to receive an excellent education in an adequate facility.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Property Coordinator shall:

1. ~~assist, as directed, in the Provide studies, provision of real estate data and technical information to assist in the preparation of for inclusion in the School Board of Broward County’s, Florida’s five-year mandated comprehensive plan and the Facilities Department’s five year construction program District Educational Facilities Plan (DEFP).~~
2. ~~make recommendations for work in close liaison with the personnel in Property Management and School Facilities the Facility Planning & Real Estate Department and other District departments, and all School Board Departments, to identify parcels of land which meet the needs and requirements for the acquisition of future school sites and the expansion of existing school facilities.~~
3. review surveys and engineering drawings for the locations and conditions involved with easement and right-of-way requests and assist in evaluating and processing such requests, and if deemed necessary, for School Board approval.
4. maintain all School District real property records including leases, grant deeds, easements of record, covenants and restrictions, dedications of rights-of-way and tax exempt status.
5. prepare and coordinate the provision of all documents needed for and chair the

- Superintendent's School Site Review Committee meetings and formal actions.
6. assist legal counsel in the preparation of contracts, leases, deeds, mortgages, options and other legal documents required to execute ~~plans and programs~~ real estate matters for the District.
 7. assist, ~~as directed, Coordinate~~ in the monitoring and the making of revisions to all School Board real estate policies for consistency with Florida Statutes, if necessary federal laws, and the processing such revisions for School Board approval. ~~leases between individual schools and other government entities, consistent with School Board policy and State Board of Education regulations, subject to the review and approval of the School Board attorney.~~
 8. assist in the coordination, implementation, revision, and maintenance of all lease agreements between the School Board of Broward County, Florida and local governments which includes Broward County, its municipalities, and other governmental entities.
 - ~~8.9.~~ assist, as directed, Make recommendations for and coordinate in the processing of Board items for School Board formal action, to declare as surplus School Board owned real property that are no longer needed for educational purposes, and in the disposal of the declared real surplus property surplus property.
 9. ~~supervise obtaining local government land development regulation approvals for school renovations, additions and new construction.~~
 10. assist, as directed, in the generation and processing of Board items.
 - ~~10.11.~~ assist the Director, Real Estate and Environmental Planning in all presenting presentations to the School Board of Broward County all regarding all real estate matters leases, requests for easements, land acquisitions and other legal documents and agreements which assist the schools and departments.
 12. conduct, as directed, periodic revisions to the Department's Procedural Manual; provide revised manual to the Director for review and transmit to designated staff for incorporation into the Facility Planning & Real Estate Department Procedural Manual.
 - ~~11. assist divisions of the school system to identify the problems confronting them and to develop collaborative, workable plans for solving them.~~
 - ~~12.13.~~ participate, as directed, in inter- inter-governmental agency planning and other meetings regarding real estate matters.
 - ~~13. coordinate parent, student and community input into the planning process.~~
 14. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County.
 15. ~~participate, successfully,~~ in the training programs offered to enhance increase the individual's skills and proficiency related to the ~~assignment~~ job responsibilities.
 16. review current developments, literature and technical sources of information related to job responsibilities.
 17. ensure adherence to good safety procedures.
 18. perform other duties as assigned by the Director, ~~Real Estate and Environmental Planning Facility Planning & Real Estate~~ or designee.
 19. follow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

As necessary, communicates with real property owners, community groups, representatives of local governments, and other District departments to report on real estate issues relevant to Broward County Public Schools.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.