



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Real Property Analyst
CONTRACT YEAR:	Twelve Months
PAY GRADE:	24
BARGAINING UNIT:	BTU-TSP

MINIMUM QUALIFICATIONS

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

EXPERIENCE: A Minimum of four (4) years, within the last eight (8) years, of experience 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 six (6) 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 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. Written and oral communication skills, the ability to develop PowerPoint presentations, and computer skills as required for the position including but not limited to Microsoft office suite or equivalent.

PREFERRED: A demonstrated and working knowledge of Geographic Information System (GIS) software, and bilingual skills.

Must understand the use and interpretation of easements, boundary surveys, legal descriptions, blueprints,

~~environmental reports, appraisal reports and Right of Way vacation requests. Requires demonstrated knowledge of industry standard computer application and statistical methods; previous experience with G.I.S., Arcview, and Powerpoint preferred. Bilingual skills preferred. Computer skills as required for the position.~~

REPORTS TO: Director, Facility Planning & Real Estate ~~or Department Director~~, or designee

SUPERVISES: None

POSITION GOAL: To provide essential information and supporting documentation to the Property Facility Management, Planning and Site Acquisition Real Estate Department staff in order to make sound recommendations on the acquisition or disposition of School Board property. Also, assist in gathering and analysis of data as it relates to the acquisition of land for future schools or for the expansion of existing school facilities, the appraisal of real property and associated environmental reports, surveying, leasing, and the processing and recording of easement documents.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Real Property Analyst shall:

1. ~~assist in~~ Organize organizing and maintaining the Property Management lease and deed files 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.
2. ~~respond, as directed,~~ to internal and external real property inquiries in a timely manner ~~as directed.~~
3. ~~provide, as directed,~~ materials for ~~d~~Department projects, meetings and presentations by researching, compiling, and analyzing data, and if necessary, generating the information in graphical format such as preparing PowerPoint presentations, miscellaneous graphs, charts, matrix, and other graphic or information as needed requirements as directed.
4. ~~Prepare studies and reports on proposed residential developments using Arcview/G.I.S. and/or the most appropriate current software release~~ utilize GIS to capture, maintain and update applicable School District's real property data that fall under the purview of the Facility Planning & Real Estate Department, and as directed, generate GIS maps/data.
5. prepare documentation supporting the award of contracts and payments for real estate services rendered.
6. prepare written requests, including supporting documentation, for real estate services (such as but not limited to appraisals, building inspections, environmental assessments, and land surveys, easements etc.).
7. review real estate appraisal reports for completeness and advise the appraiser of any deficiencies.
8. communicate with real estate professionals and engineering consultants concerning acquisition of property.

- 9. ~~Conduct studies of space requirements and utilization and prepare reports~~ assist, as directed, in the review of surveys and engineering drawings regarding easement and right-of-way requests and in the processing of such requests for School Board approval.
- 10. ~~Visit existing and potential School Board property to identify needs~~ assist, as directed, in the research and review of lease agreements and related matters.
- 11. research, as directed, property data and county tax records to calculate an estimated cost of acquiring private property for site expansion.
- 12. ~~Prepare written guidelines and checklists for accomplishing real estate tasks, such as site expansions, appraisal requests, and recording documents, in a timely and accurate manner.~~
- 13.12. process and ensure the recording of all School District's real estate documents under the purview of the Facility Planning & Real Estate Department.
- 14.13. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
- 15.14. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- 16.15. review current developments, literature and technical sources of information related to job responsibility.
- 17.16. ensure adherence to good safety procedures.
- 18.17. follow Federal and State laws, as well as School Board policies.
- 19.18. perform other duties as assigned by the department Director, Facility Planning & Real Estate or designee.

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.

Board Approved: 12/1/85 &

Adopted: 1/16/86

Alignment Title Change: 3/19/96; 4/7/98; 3/19/02

Board Adopted: 4/20/04*