

Specification for Class of

REAL ESTATE PROJECT COORDINATOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: In the Department of General Administration, provides real estate services and manages projects involving the development of large (100,000 sq. ft. or more) office complexes designed to consolidate and/or co-locate State agencies for efficient service delivery. Coordinates such projects with affected city, county, and State officials.

Typical Work

Investigates and negotiates the most difficult and complex transactions with land owners for purchase, lease, rental or use of real property and property rights, concludes transactions and agrees to conditions to be included in the contract; reviews and approves specifications for construction of said office complexes; programs and schedules total project from initial advertising to agency move-in;

Conducts specialized and complex real estate acquisition by lease and/or option to purchase and provides for development of new lease/back facilities for the State under limited supervision; assists in program review, scheduling of projects and determination of procedures to be followed; conducts comparative analyses of potentially suitable properties in order to recommend the most advantageous alternative consistent with the requirements and limitations of the space request;

Recommends to State agencies, boards and commissions on facility availability and cost, leasehold values and liabilities, lease terms and conditions, potential consolidation and various aspects of lease administration; consults with administration staffs of various agencies as to project needs, availability of existing space, necessity of construction and time frame of occupancy, plans major consolidation/co-location; advises clients relating to space management, handicap codes, energy codes, etc.;

Reviews transactions in order to assure compliance with statutory procedures and awards pertinent to relocation assistance benefits and services;

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Performs other work as required.

Minimum Qualifications

A Bachelor's degree in business administration, real estate, economics or closely allied field and five years of experience in real property appraising; property negotiations; public property management; title examination; relocation assistance; or selling, leasing or buying commercial real estate.

OR

Two years as a Realty Specialist 3.

Additional qualifying experience may be substituted, year for year, for education.

A Master's degree in one of the subjects above may be substituted for one year of the required experience.

New class

Effective May 9, 1986