JOB FAMILY CONCEPT

This family consists of four levels of real property specialist work from real property technical support to journeyman professional. Levels are distinguished based on the complexity of the work, level of supervision received, the degree of autonomy, and authority as delegated from the President and/or Statewide Land Management. The Real Property Specialist job family addresses responsibility for the following functions:

- Real property development
- Real property sales
- Land use planning
- Space and real property leasing
- Real property and resource permitting
- Natural resource sales
- Real property management
- Forestry management
- Mapping
- ative for all real property issues
- Conduct research and analyze the information obtained to make decisions within area of responsibility and, as appropriate, make recommendations to management
- Issue, acquire and manage standard real property documents as necessary to protect the University's interests while meeting differing investment and educational real property goals, on a case by case basis.   Documents include, but are not limited to, permits, easements, leases, use agreements, deeds, memorandums of agreement, resource sale agreements, and real property sale closing documents, and other real property agreements on behalf of the University
- Develop and oversee budgets for projects
- Provide information to the public, University departments, and other agencies on University real property-related matters including the University's Land Sale program
- Resolve issues involving mapping, title reviews, site reviews (including environmental assessments) and trespassing (including direct contact with trespassers, troopers, attorneys, agencies and consultants)
- Prepare and issue public notices and requests for proposals, offers, information, and comments relating to development projects and disposals of interests in University real properties

property issues in public meetings, workshops, and to the general public. May lead** the work of lower level employees or support staff.

Knowledge, Skills, and Abilities

Same as level one, plus: Advanced knowledge of real property and resource planning, project development and management. Advanced knowledge of contract development, administration, and compliance. Knowledge of UA Policy and local state and federal laws and regulations. Knowledge of project design, layout, survey, and mapping. Knowledge of forestry or other natural resource principles and practices. Knowledge of negotiation and communication styles and techniques.   Ability to lead**.

Education and Experience

Bachelor's degree in related field and one year progressively responsible relevant experience (e.g. land, resource, and real property planning, projects, negotiations, contracting, finance, business, or law), or an equivalent combination of training and experience.

Level 3   **Grade 80**
PCLS: 01803   **Exempt**

Descriptors

Work is performed under general direction. Independently initiate and perform assignments with general instruction as to the desired outcome. Develop and manage real property and resource projects where problems and solutions are complex* and no standards or protocols exist and project values are up to several million dollars. Conduct complex* analyses of real property and resource project feasibility. Consult with legal counsel and represent the University's interests on legal matters. Represent the University in public hearings, at community and agency meetings, and to the press. Supervise** consultants and lower level staff.

Knowledge, Skills, and Abilities

Same as level two, plus: Extensive knowledge of real property and resource project development and administration. Advanced knowledge of project management, design, surveying, mapping, local, state and federal laws and regulations, road and bridge construction specifications, and technology.   Advanced knowledge of forestry or other natural resource principles.   Advanced negotiation skills.   Ability to develop and recommend policy and procedure changes. Ability to supervise**.

Education and Experience

Bachelor's degree in related field and three years progressively responsible relevant experience (e.g. land, resource, and real property planning, projects, negotiations, contracting, finance, business, law, or staff management), or an equivalent combination of training and experience.