Position Description

Classification: Real Estate Specialist – Advanced

Team/Section: Southern Region, Real Estate Section

Bureau/Division: Facilities and Lands, Internal Services

Position Summary:
This position is responsible for planning and directing real estate program statewide and within portions of the Southern WI District and for performing professional real estate work including appraisal, negotiations, relocation, land and building sales, property management as well as real estate services to local units of government and nonprofit organizations for grant purposes, and to the general public, federal government entities, and tribes on state owned lands. The position will also be responsible for coordinating all real estate matters within an assigned region, performing real estate management activities, providing assistance to the Grant Program and carrying out, directing and monitoring program policies and procedures.

The Real Estate Specialist Advanced is considered to be a regional real estate expert and reviews, monitors and directs Real Estate Entry and Senior Staff. Specifically, this position is considered the expert in the Southern Region and statewide for **appraisal, valuations, land and building sales,** and training of real estate staff and internal Department customers in these areas. In addition, this position routinely does research and refers to laws and regulations pertaining to real estate sales and valuation, interprets and analyzes legal documents, titles, descriptions and site data. The person in this position is expected to have the highest degree of real estate expertise and must be able to draft legal documents, draft and understand complicated legal descriptions, especially related to land sales/disputes, and maintain a thorough understanding of title insurance policies and exceptions and write opinions of value and define appraisal problems.

The position also serves on master plan and property feasibility study teams, participates in integrated property management meetings and attends a variety of public and government meetings. The position supports coordinating land surveys, assists with the resolution of disputes regarding land ownership and property rights, and is responsible for training real estate specialists and property managers on overall policy and specifically related to appraisal, valuations and land and building sales. The position will also complete land acquisition and statewide assignments as directed by their supervisor.

Responsibilities & Travel Requirements: This position is responsible for implementing the Real Estate program statewide and within portions of the Southern WI District, with specific focus on appraisal, valuation and land and building sales. This position functions with a high degree of independence under the general supervision of the Regional Real Estate Supervisor and Department Leadership personnel. Travel within the district and to other locations of the state for meetings/conferences will be occasional.

(Time%) RESPONSIBILITIES AND ACCOUNTABILITIES

50% A. OVERSEE, PLAN, DIRECT, AND MONITOR APPRAISALS AND VALUATION WITHIN THE DISTRICT AND STATEWIDE

1. **(Oversee Appraisals)** Solicit bids and contract for appraisal services, as assigned for acquisition, land exchange or sale in the Southern District and Statewide. Serve as a statewide expert on appraisal and valuation methodology and approach for a wide range of complex appraisal problems that have no past precedence or policy guidance available.

2. **(Technical Valuation Expert)** Prepare Opinions of Value on numerous real estate parcels and projects to estimate the fair market value of the property in the Southern District. This includes determination of highest and best use of property, partial acquisitions of complex, high-value properties and properties with political sensitivity.

3. **(Real Estate Specialist Training)** Provide oversight and training to Real Estate – Entry and Senior staff on the required documentation and information to prepare a transaction for appraisal. Provide review and training to Real Estate – Entry and Senior staff on any opinions of value they conduct.

4. **(Oversee Real Estate Staff)** Oversee, review and evaluate work in this area conducted by Real Estate Senior staff. Coordinate as needed with the Southern Region Real Estate Supervisor and Real Estate Section Manager in these reviews.

5. **(Grant Programs Support)** Provide oversight and support of appraisal contracting or conducting opinion of values for Department grant programs. This could include grant awardees, grant conversion requests or other projects.

6. **(Interpret Policy)** Interpret policy and exercise discretion to apply valuation and appraisal procedures to real estate transactions and grant programs with no past precedence.

20% **B. SURPLUS LAND SALES**

1. **(Direct the Issuance of Conveyances)** Prepare or oversee preparation and issuance of real estate documents for partial rights (sales) including but not limited to fee-simple sales, easements, utility easements, permits and land use agreements that affect Department lands.

2. **(Tracking and Collection of Fees)** Ensure fees related to conveyances across state land are collected and submitted to appropriate funding codes in coordination with central office staff.

3. **(Sales Expert Negotiator)** Lead or consult on negotiations in the Southern Region regarding contracts for sales of fee-simple land and buildings on the most complex projects.

4. **(Legal Coordination)** Coordinate efforts statewide with management, central office staff and other Department programs, and Legal Services on legal issues related to partial rights conveyances, and land and building sales.

5. **(Real Estate Staff Training)** Oversee and train property managers and Real Estate Specialist - Entry and Seniors in the Southern Region in gathering information, creating legal descriptions for review and drafting of non-complex program conveyance and sale agreements.

6. **(Technical Land and Building Sale Expert)** Lead efforts for land surveys, building sales, and investigate and assist with resolution of a variety of environmental concerns on recently acquired or proposed to be sold Department lands. Provide oversight and guidance of Real Estate Entry and Senior Staff conducting these activities in the Southern Region.

30% **C. GENERAL REAL ESTATE PROGRAM**

1. **(Transaction Records)** Maintain, correct and enhance electronic real estate field file records, including inserting and verifying information entered into land tracking system (LaTS) and land records system (LRS). Additionally ensuring field files are scanned and uploaded into the database.

2. **(Land Acquisition)** Work with property managers, regional and bureau staff to establish statewide priorities, plans and schedules to acquire property in fee and easement, including Ice Age Trail acquisitions.

3. **(Realty Services)** Provide realty services that arise that consist of non-transaction duties statewide. Work with land owners, partners and programs on assigned responsibilities, such as title and ownership review, historical research and interpreting easement rights.

4. **(Department Integration)** Cooperate with regional staff and other programs to meet Department and integrated resource management objectives when approaching real estate transactions or realty services.

5. **(Department Master Planning)** Guide and direct real estate involvement in developing master plans, feasibility studies and boundary modifications to Department projects statewide.

6. **(Public Meetings)** Attend and conduct public and government meetings for the purpose of gaining public input on proposed projects, providing information to local units of government, obtaining zoning approvals, land use permits and other approvals as necessary for Department operations.

7. **(Technical Resource)** As assigned within the Southern Region, provide the highest level real estate technical assistance to the general public, federal government entities and tribes on state owned lands, and to local units of government, and non-profit conservation organizations on land transaction projects being considered for acquisition or sale. Taking a lead role in presenting information at public meetings where sensitive issues are involved.

8. **(Access Abandonment)** Coordinate as directed statewide, access abandonment determinations, including meetings with local units of government, inspections, internal program consults, and drafting findings of fact.

9. **(Support Negotiations)** Coordinate negotiation efforts of property managers and provide technical real estate information to assist staff in preparation for those discussions.

10. **(Transaction Processing)** Present offers to purchase, sale agreements or exchange agreements to landowners or their representatives, prepare required documentation, complete or review justifications for delegated and green sheet Natural Resource Board (NRB) acquisition items. Ensure information pertaining to acquisition lands is verified and accurately entered into LATS.

11. **(Real Estate Closing)** Assist with the closing process including review of title exceptions and discussions with landowner concerning title work. Perform other closing issues as directed by the real estate closing officer.

12. **(Local Support)** Work with property managers to solicit local community support for acquisitions, including donations of financial support for properties.

13. **(Relocation)** Provide relocation information, services and potentially relocation plans to landowners affected by Department enacted eminent domain actions in the Southern District as directed.

KNOWLEDGE, SKILLS, and ABILITIES

1. Knowledge of Wisconsin real estate law, contract law, Wisconsin Statutes, and administrative laws.

2. Knowledge of real estate title; legal descriptions; land survey methods; closing procedures; and real estate contracts including but not limited to options, offers to purchase and exchange agreements.

3. Knowledge of landowner contact, negotiation skill sets, and maintaining the highest ethical and professional standards in public communications and public relations skills.

4. Knowledge and familiarity with basics of GIS mapping applications and uses including ability to read soil maps, topography maps, FEMA, and wetland maps.

5. Knowledge of appraisal techniques using the market, cost, and income approaches.
6. Knowledge of computer software programs for word processing, data base management, and project tracking.
7. Knowledge of program management and administration.
8. Knowledge of basic finance, accounting, and records management procedures.
9. Knowledge of real estate policies, laws, and rules specifically governing the Department's real estate process.
10. Knowledge of the relationships and functions of the various natural resource management disciplines in the Department.
11. Knowledge of various DNR real estate management formats such as lease, easements, and rentals.
12. Knowledge of statutes and regulations involving relocation.

Physical Requirements & Environmental Factors: Physically, this position will spend: Approximately 75% or more of time indoors, performing sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 75% over a year's time. Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) less than 25% over a year's time.

May need to occasionally spend more than one hour outdoors in temperatures below 32 degrees.

ADDENDUM: COMPETENCIES

Accountability - Accepts responsibility for all assigned work activities. Follows through on commitments. Implements decisions that have been agreed upon. Acknowledges and learns from mistakes without blaming others. Recognizes the impact of one's behavior on others. Balances workload and priorities effectively.

Decision Making/Judgement - Makes sound, well-informed, and objective decisions. Perceives the impact and implications of decisions. Commits to action, even in uncertain situations, to accomplish organizational goals. Contributes to positive change accomplishing agency objectives. Builds trust with colleagues and other stakeholders by being consistent, clear, and transparent in decision making.

Customer Service - Respectfully works with clients and customers. Works with clients and customers (that is, any individuals who use or receive the services or products that the work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the government) to understand and assess their needs, provide timely information or assistance, attempt to understand problems and take appropriate action and/or make practical decisions to obtain workable solutions. Knows about available products and services. Is committed to providing quality products and services.

Communication - Uses written or oral communication that is clear, timely, unambiguous, transparent, and consistent with the organizational vision, mission, and values. Tailors styles and methods to meet the needs of each situation and audience. Effectively uses appropriate tone, grammar, culturally sensitive language, and nonverbal language. Writes clearly and accurately in a variety of contexts and formats. Listens actively and carefully, asking questions for clarification to ensure message is understood.

Interpersonal Skills - Treats others with dignity and respect and positively contributes to an environment that is comfortable, effective, and cooperative. Shows empathy, respect and understanding while actively listening and working towards solutions. Develops and maintains effective working relationships with others. Works collaboratively as a member of a team. Is willing to offer opinions and direction as appropriate. When appropriate, assists with coaching, mentoring, or otherwise helping others to improve their skills. Deescalates conflict with others and contributes to group when working together to accomplish goals.

Equity and Inclusion - Fosters inclusive environments where people feel safe, welcomed, and heard. Is sensitive to individual differences and cultivates a culture of inclusivity where diversity is welcomed and celebrated. Provides all individuals mutual respect and acceptance without biases based on differences of any kind.

Leadership Skills - Maintains a positive attitude while providing service and accomplishing work activities. Manages resources efficiently and in accordance with department, agency, and other governmental rules, laws, and guidelines. Builds trust and confidence in working relations through honesty, commitment, and fairness. Recognizes strengths and collaborates with others. Provides support and guidance to co-workers and management.