DEPARTMENT OF NATURAL RESOURCES
Division of Internal Services
Bureau of Facilities and Lands
Classification: Real Estate Specialist – Senior
Working Title: Land Agent

POSITION SUMMARY: This position is responsible for planning and directing Real Estate Program activities in a geographic portion of a district and for performing professional real estate work, including appraisal, negotiations, access abandonment, relocation, real estate services to local units of government and nonprofit organizations for grant purposes, the general public, federal government entities, and tribes on state owned lands. The position is also responsible for coordinating all real estate matters within the assigned geographic area; performing real estate management activities; assisting the Grant Program, and carrying out, directing, and monitoring program policies and procedures.

SCOPE OF AUTHORITY: This position reports to the Southern District Real Estate Supervisor and provides assistance to other Real Estate Specialists and property managers.

GEOGRAPHIC RESPONSIBILITIES & TRAVEL REQUIREMENTS: This position is responsible for implementing the Real Estate Program within portions of the Southern District as directed by the Southern District Real Estate Supervisor or Department leadership personnel. Travel within the region will be frequent, with occasional travel to other locations of the state for meetings, conferences, and training.

GOALS AND RESPONSIBILITIES

30% A. Provide Guidance on Property Management Services

A1. Determine needs and prepare real estate documents for partial right conveyances, including but not limited to easements, utility easements, leases, rentals, and land use agreements that affect Department lands.

A2. Assist property managers in gathering information, creating legal descriptions for review, and drafting of non-complex program agreements and permits.

A3. Coordinate site reclamations, land surveys, and building sales and removals, including investigating and assisting with resolution of a variety of environmental concerns on recently acquired Department lands.

A4. Investigate and resolve trespass cases and other land disputes affecting Department ownership rights and projects.

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30% B. Provide Assistance and Technical Services to Internal Programs and External Customers

B1. Assist property managers, regional, and bureau staff in establishing priorities, plans, and schedules to acquire property.

B2. Provide realty services that arise that consist of non-acquisition duties. Work with landowners, partners, and programs on assigned responsibilities, such as trespass issues, encroachments, and any partial rights conveyances that may arise on 1.5 million acres of state owned or leased lands.

B3. Cooperate with regional staff and other programs to meet Department and integrated resource management objectives.

B4. Guide and direct real estate involvement in developing master plans, feasibility studies, and boundary modifications to Department projects.

B5. 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.

B6. As assigned, provide real estate technical assistance to the general public, federal government entities, and tribes on state owned lands; local units of government and non-profit conservation organizations on land acquisition projects being considered; or other grant programs administered by the Department.

B7. Assist Advanced Real Estate Specialist with access abandonment determinations throughout the entire state, including meetings with local units of government, inspections, internal program consults, and drafting findings of fact.

20% C. Plan, Direct, and Monitor Acquisition and Sales within the Land Program

C1. Evaluate private lands to determine suitability for acquisition by fee and easement, including stream bank easements.

C2. Coordinate as directed, the process of selling any Department owned lands whether outright or through land exchange.

C3. Determine property rights and legal descriptions for properties to be appraised for use by appraisers or to place on option documents.

C4. Research property public records, legal documents, and site data for acquisition proposals.

C5. Solicit bids and contract for appraisal services as assigned for acquisition, land exchange, or sale.

C6. Prepare Opinions of Value on numerous real estate parcels and projects to estimate the fair market value of the property.

C7. Maintain hard copy real estate field file records, including inserting and verifying information entered into the Land Acquisition Tracking System (LATS) and Land Records System (LRS).

20% D. Conduct, Guide, and Monitor Landowner Negotiations

D1. Conduct sensitive and complex negotiations with private landowners, public officials, attorneys, real estate agents, and others to obtain options to purchase for Department projects.

D2. Lead or consult on negotiations regarding land use agreements, trespass resolutions, and conveyed easements on state lands to ensure Department interests are maintained.

D3. Coordinate negotiation efforts of property managers and provide technical real estate information to assist staff in preparation for those discussions.

D4. Develop agreements, options, or contracts for negotiations as necessary.

D5. Provide guidance and monitor output of property managers to ensure policy adherence and to improve their negotiation technique and technical abilities.

D6. Present offers to purchase to landowners or their representatives, prepare option packages, complete, or review justifications for delegated and green sheet NRB acquisition items. Ensure information pertaining to acquisition lands is verified and accurately entered into LATS.

D7. 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.

D8. Work with property managers to solicit local community support for acquisitions, including donations of financial support for properties.

D9. Direct, monitor, and assist property managers with landowner contacts within Department projects advising them of the Department's acquisition interest.

D10. Provide relocation information, services, and potential relocation plans to landowners affected by Department enacted eminent domain actions.

KNOWLEDGE, SKILLS, and ABILITIES

1. Wisconsin real estate law, contract law, Wisconsin Statutes, and administrative laws.
2. 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. Landowner contact, negotiation skill sets, and maintaining the highest ethical and professional standards in public communications and public relations skills.
4. Familiarity with basics of GIS mapping applications and uses, including the ability to read soil maps, topography maps, FEMA, and wetland maps.
5. Appraisal techniques using the market, cost, and income approaches.
6. Computer software programs for word processing, database management, and project tracking.
7. Program management and administration.
8. Basic finance, accounting, and records management procedures.
9. Real estate policies, laws, and rules specifically governing the Department's real estate process.
10. Relationships and functions of the various natural resource management disciplines in the Department.
11. Various DNR real estate management formats such as lease, easements, and rentals.
12. 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. Implement 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. Build 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 with 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.