

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:

Chief Real Property Agent

Supplemental Questionnaire Required

Open and Promotional
Job # 19-DE7-01

Salary: \$9,275 – 12,395 / Month

Closing Date: October 25, 2019



THE JOB: Under general direction, to administer the countywide program for real property acquisition, management, relocation and disposition; to act as advisor and consultant to County department heads and officials in matters related to real property; and to do other work as required.

THE REQUIREMENTS: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledges and the abilities would be:

Graduation from an accredited four-year college or university with a degree in business administration, real estate, or a closely related field and six years of progressively responsible experience appraising and negotiating for the acquisition of real property and rights of way for public use. **OR** Three years performing the duties comparable to Real Property Agent with Santa Cruz County.

Desirable qualifications include training and certifications from the International Right of Way Association (IRWA) and/or the Appraisal Institute.

SPECIAL REQUIREMENTS: Possess and maintain a valid California Class C Driver's License.

Knowledge: Thorough knowledge of the principles and techniques of real property appraisals; the laws and procedures governing acquisition or condemnation of property and rights of way for public use; property values. Working knowledge of the laws and procedures pertaining to the lease and sale of public land; principles and techniques of property management; principles, practices and procedures of public administration, management and supervision; laws and procedures pertaining to relocation.

Ability to: Plan, schedule and direct a program of property and right of way acquisition, appraisal and property management; interpret, explain, apply and enforce applicable laws, rules and regulations; conduct complex and high value negotiations; read highway construction maps, plans, legal description, and legal documents; maintain a sound property control and management program; prepare and present effective oral and written presentations; maintain cooperative public relations; perform complex appraisals; speak effectively to large groups; supervise subordinate staff; learn to input, access, and analyze data using a computer; coordinate the work of consultants.

THE EXAMINATION: Your application and supplemental application will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental application. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years service. Available after 1 year service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 13 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees’ Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: The provisions of this bulletin do not constitute an expressed or implied contract.

PUBLIC WORKS CHIEF REAL PROPERTY AGENT - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe in detail the scope and level of your experience appraising and acquiring real property or rights of way for a public agency.
2. Describe your experience preparing, reviewing and analyzing technical documents related to real property acquisition, such as purchase and sale agreements, deeds, title reports, and legal descriptions.
3. Provide examples of projects you have worked on that involved managing the right of way acquisition process for Federal-State funded transportation projects. Include a description of your role in each project.

County of Santa Cruz

www.santacruzcountyjobs.com

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