

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Kris Koval

Work Phone: 267-8723

2. Class Title (i.e. payroll title):

REAL ESTATE DEVELOPMENT SPECIALIST 3

3. Working Title (if any):

Real Estate Specialist 3

4. Name & Class of First-Line Supervisor:

Dan Rolfs, REAL ESTATE DEVELOPMENT MANAGER

Work Phone: 267-8722

5. Department, Division & Section:

DEPARTMENT OF PLANNING & COMMUNITY & ECONOMIC DEVELOPMENT, ECONOMIC DEVELOPMENT DIVISION, OFFICE OF REAL ESTATE SERVICES

6. Work Address:

215 MLK, ROOM 312

7. Hours/Week: 38.75

Start time: 8:30 AM

End time: 4:45 PM

8. Date of hire in this position:

4/27/2015

9. From approximately what date has employee performed the work currently assigned:

2019

- 
10. Position Summary:

Position Summary: This is an advanced level professional real estate position encompassing the planning, coordination, and implementation of real estate related projects and transactions including leasing, sale and management of real property interests for the City, financial analysis, negotiation, deal structuring, and project management. This work is characterized by considerable independent judgment and discretion in the full range of real estate program activities including complex projects requiring specialized knowledge and experience. Work is performed under the general supervision of the Real Estate Supervisor and/or the oversight of higher level Real Estate Specialists.

Movement to this level is based on workload demands and filling of positions may be accomplished by either reclassification or competition.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30% A. Acquisition/Disposal

1. Acquire and sell real estate for the City through negotiation, drafting- letter of intents, purchase and sale agreements, development agreements, condominium documents, resolutions and other documents related to the transaction.
2. Manage the transaction for the acquisition/sale of City real estate until closing.
3. Review title reports for liens, encumbrances and other conditions affecting title, facilitate the clearing of title as needed.
4. Determine and administer the process for the disposal of surplus property.

35% B. Asset Management

1. Provide asset management services for City and CDA owned real estate including budgeting, overseeing property management and leasing agents, reviewing common area billings/reconciliations, condominium documents and shared systems contracts, and managing capital improvement projects.
2. Negotiate, draft, obtain approvals, execute and administer leases with private entities. Conduct research on the market to determine if the economic terms included in a lease are reasonable, and run any financial analysis of scenarios if needed.

15% C. Project Management

1. Conduct site searches for City Real Estate projects.
2. Participate as a member of a City staff team to negotiate the level, terms, and conditions of City financial participation in proposed real estate and business development projects.
3. Serve as point person for complex real estate projects including leading interdepartmental teams.
4. Recommend potential financial structures for real estate projects (ex tax credits, debt).
5. Recommend deal structures for real estate projects such as: lease vs own, ground leasing, condominium and assist with the negotiation and drafting of legal documents.

10% D. Financial and Project Analysis

1. Conduct financial and feasibility analysis of real estate projects, including those requesting financial support from the City.
2. Oversee and/or prepare reports to determine suitability for development, economic feasibility, land use conformance, probability of project success, and other related information related to financial and project analysis.
3. Provide comprehensive reporting to staff colleagues and policy makers regarding findings of financial and project analysis.

10% E. General

1. Respond to real estate inquiries from general public and elected officials.
2. Make presentations on real estate projects to committees, boards and public.
3. Perform related work as assigned.
4. Attend training and develop skills.

12. Primary knowledge, skills and abilities required:

- Thorough knowledge of the theories, principles, practices, documents and laws applicable to real estate development
- Thorough knowledge of the theories, principles, and practices of commercial real estate finance (discounted cash flow, IRR, basic accounting)
- Working knowledge of governmental agency operations as they relate to real estate development activities.
- Thorough knowledge of the theories, principles, practices, documents and laws pertinent to real estate acquisition, leasing, and sale within a governmental context
- Knowledge of relocation practices and procedures.

- Working knowledge of property management considerations to include commercial lease development, property management factors, etc.
- Thorough knowledge of real estate market trends and data
- Ability to perform complex financial feasibility analysis relevant to the granting of public funding assistance (loans, grants, cost write-downs).
- Ability to use computer software applicable to the duties of the position.
- Skill in real estate market research and data analysis.
- Thorough knowledge of legal instruments relevant to real estate transactions including leases, purchase and sale agreements, and condominium.
- Skill in conducting real estate negotiations.
- Working knowledge of lease negotiations, drafting and administration.
- Ability to work with and communicate with a wide variety of people and groups.
- Ability to work effectively with multi-cultural populations.
- Ability to maintain effective working relationships.
- Ability to communicate effectively both orally and in writing
- Ability to organize facts and present them clearly in written or graphic form.
- Ability to lead and coordinate professional staff on a project basis.
- Ability to perform on-site inspections of buildings and property.
- Ability to maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to meet the transportation and mobility requirements of this position.

15. Physical requirements:

The incumbent will be expected to travel throughout the City to visit city-owned property or property under consideration for acquisition.

16. Supervision received (level and type):

Work is performed under the general supervision of the Real Estate Agent 4 and/or oversight of the Real Estate Supervisor.

17. Leadership Responsibilities:

- This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

Dan Rolfs  
SUPERVISOR

27 Nov 2023  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.