

## CITY OF MADISON POSITION DESCRIPTION

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

Jennifer A. Frese

Work Phone: 267-8719

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

REAL ESTATE AGENT 3

3. Working Title (if any):

Real Estate Agent 3

4. Name & Class of First-Line Supervisor:

Jerry Lund, REAL ESTATE AGENT 4

Work Phone: 267-8718

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: 8:00 AM

End time: 5:00 PM

8. Date of hire in this position:

10-31-11

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

10-31-13

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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, acquisition, sale and management of real property interests for the City, and related administrative work. 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 Agent 4 and/or the Real Estate Supervisor.

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.)

45% A. Acquisition/Disposal

1. Acquire real estate for City through negotiation or condemnation
2. Dispose of surplus City real estate
3. Provide relocation assistance

20% B. Real Estate Services

1. Administer the City's Privilege in Streets Program
2. Negotiate and administer leases and licenses
3. Assist in maintenance of land records system
4. Assist in development of policies and procedures

10% C. Valuation

1. Appraisal review
2. Establish acquisition offering prices
3. Prepare fair market value reports
4. Conduct feasibility analyses for City projects
5. Establish values for City-owned properties

20% D. Title

1. Review title commitments and policies
2. Review and approve preliminary and final plats
3. Review and approve certified survey maps
4. Conduct title searches
5. Clear title issues on City-owned properties

5% 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

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the theories, principles, practices, documents and laws pertinent to real estate acquisition and sale within a governmental context. Thorough knowledge of relevant real estate appraisal processes. Knowledge of relocation practices and procedures. Working knowledge of property management considerations to include commercial lease development, property management factors, etc. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of legal instruments relevant to real estate transactions including leases, purchase and sale agreements, and . Ability to perform appraisal reviews including the ability to analyze the impact of diverse economic factors and trends on appraisals. Ability to communicate effectively, both orally and in writing. Skill in conducting real estate negotiations. Working knowledge of lease negotiations, drafting and administration. Ability to maintain effective working relationships. Ability to perform on-site inspections of buildings and property. Ability to speak before groups. Ability to organize facts and present them clearly in written or graphic form. Ability to maintain adequate attendance.

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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

8/23/16  
\_\_\_\_\_  
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).

  
\_\_\_\_\_  
SUPERVISOR

8/23/16  
\_\_\_\_\_  
DATE

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