

LINN COUNTY CLASSIFICATION

TITLE: REAL PROPERTY PROGRAM MANAGER

NUMBER: 047

APPROVAL ORDER NUMBER: 2024-010

PAY RANGE: 16

DATE: JANUARY 3, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES: Coordinates and makes decisions and recommendations regarding County-owned real property, not under the supervision and control of another County department or office, with a focus on tax-foreclosed and other surplus County real and/or personal property assets.

SUPERVISION RECEIVED: Works under the direction of the County Administrative Officer who provides administrative direction and evaluates performance for results obtained.

SUPERVISION EXERCISED: Supervision of subordinate clerical positions may be a responsibility of positions in this classification and may participate in the training of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assists County senior leadership with the acquisition of needed real property, the sale/transfer of real property and land exchanges and donations.
2. Reviews the listing of real property set for property tax foreclosure proceedings; researches properties and obtains property information necessary for foreclosure and records deeds.
3. Implements and manages the process to vacate properties after foreclosure. Conducts on-site inspections of properties; determines possible liabilities and mitigation steps necessary to proceed with the disposal of the property. Oversees projects such as ordering boundary surveys and hazardous waste cleanup, general cleanup and demolition by using appropriate solicitation method and reviews the work products; prepares cost estimates, monitors and maintains records on the financial status and progress of work to ensure projects are completed on schedule and meet local, state or federal standards.
4. Manages County-owned leased property including maintaining lease records, tracking lease terms and rent payments.
5. Researches County and other public records to determine property rights such as existing easements, judgments, covenants, conditions and restrictions, liens and encumbrances. When required, orders title reports, reconciles property descriptions, and requests appraisal reports from independent appraisers.

6. Maintains property files; collects information from other governmental agencies and County departments; state and federal liens, maps, deeds, legal descriptions, zoning information, site/development records, values and photographs.
7. Interprets Oregon Statutes and develops/updates County policies and procedures for sale disposition of tax foreclosed and County owned properties. Determines availability for sale and appropriate sale methods; supervises the preparation, coordination, including advertising and promotion, and completion of public sales of properties; prepares and records deeds.
8. Develops and maintains website for tax foreclosed properties. Maintains a Remote Pilot Certificate in compliance with the County's Drone Usage Policy to obtain aerial video footage and photos for the website.
9. Prepares reports concerning departmental operations. Monitors sale proceeds and expenses. Prepares departmental budget and manages expenditure control, purchasing and related matters.
10. Assist the public and answers varied inquiries which require a technical knowledge of department functions. Establish and implement office procedures; prepare and compose correspondence in accordance to standard policies. Process routine matters independently.
11. Develop and maintains effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of laws, rules, policies and practices regarding tax foreclosure and public auctions (ORS 275); real estate research and transfer transactions; property maintenance; purchasing and contracting processes and requirements; Department of Environmental Quality regulations and processes. Ability and skill to interpret and apply statutes, ordinances and County policies and procedures; read and understand maps, legal descriptions, profiles and other technical data related to property; coordinate the work of requested services from General Services

and/or external professionals and contractors; compose correspondence requiring initiative and judgment; conduct independent research; establish and maintain effective working relationships with County employees and officials, service providers, other governmental agencies, citizen groups and the public which may involve hostile and abusive clients; communicate effectively, both orally and in writing; operate computer hardware and software. Ability to plan, organize and supervise the work of subordinates as required by the position. Ability to maintain the confidentiality of information.

EXPERIENCE, EDUCATION AND TRAINING: An Associate's Degree in real estate, business administration or similar field of study and four years of increasingly responsible experience in property management and progressive management experience performing in a professional office environment including supervision of staff, budget administration and project management experience. Proficient in and experience using Microsoft Office products. A Bachelor's Degree in real estate, business administration or similar field of study is desired with four years of increasingly responsible experience in property management for commercial and residential properties. Possess working knowledge of real estate law and contacts.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to remain in a stationary position 60 percent of the time and occasionally move about the office to access and use office machinery and engage with County employees and members of the public; continually operate office computers and other office machinery such as phones and printers; frequently communicate with County employees and members of the public to exchange information. Must be able to occasionally work out of the office in the field requiring the ability to traverse properties in various states of repair and having uneven and slippery terrain, including but not limited to, residential, unimproved, industrial and commercial properties. Field work will occasionally require exposure to inclement weather conditions outdoors and to noise. Must be able to occasionally move office equipment and other materials weighing up to thirty (30) pounds.