
Property Agent II

DEFINITION

This is complex office and field work in the appraisal, acquisition and exchange of property.

Work of this class involves using advanced appraisal techniques to estimate the market value of property and participates in complex negotiations with property owners or their authorised representatives for the appraisal, purchase/exchange or expropriation of property as required for municipal purposes. The incumbent is also involved with all related documentation associated with these land transfers. Employees of this class are required to exercise independent judgement in completing assignments and in resolving problems.

This class is distinguished from the Property Agent I by the specialised knowledge required and participatory responsibility for performing the more complex appraisals and the independence of action in completing assignments. The Property Agent II is assigned the more difficult files. Work is subject to review by professional supervisors.

TYPICAL DUTIES*

Appraises complex real property situations, which may include industrial, commercial and institutional properties for civic departments and related municipal boards; inspects subject property and other properties for value estimate purposes; assembles relevant information to estimate market values.

Negotiates for the acquisition or exchange of complex real property situations with property owners and/or their representatives; responds to owner demands and/or problems; arriving at settlement within budget and scheduling constraints.

Negotiates projects where expropriation has been authorised; assesses and justified compensation and severance damage due to the owner.

Completes documentation for the transfer of land into and out of City ownership and ensures that the City obtains clear title.

Prepares complex reports and recommendations for purchase or exchange of property and for transfer of title.

Maintains current knowledge of real estate market; recommends to the supervisor the need for hiring of independent appraisers.

May act as project leader when working on major assignments.

Appears as officer of the City before boards and hearings.

Negotiates City land requirements, with land developers, in accordance with planning statutes; and recommends changes prior to approval to Council.

Implements land requirements outlined in Development Agreements; prepares written requirements to be included in the agreements; and reviews agreements to recommend required changes before approval.

Liaises with Civic departments concerning property requirements.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of current and relevant provincial acts and municipal by-laws and regulations pertaining to the subdivision of municipal areas and development agreements.

Considerable knowledge of provincial and municipal legal requirements regarding the sale, purchase and exchange of land.

Considerable knowledge of modern property appraisal techniques and procedures.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to understand and execute oral and written instructions and to interpret plans, legal descriptions and legal documents.

Ability to effectively express ideas orally and in writing.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Possession of an A.A.C.I. appraisal designation as granted by the Appraisal Institute of Canada, or an equivalent designation by another recognised Appraisal organisation; and a minimum of five (5) years' progressively responsible and related real estate appraisal and negotiation experience.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0583		0584	

Last Updated:
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