

Property Agent II, Acquisitions Job Number: 38137

The Property Sales and Acquisitions team, in the Real Estate Branch, requires a leader in the real estate industry with excellent communication, problem solving skills and that has a passion for working with technically complex property transactions.

Working under the guidance of the Supervisor in the Property Transactions Team, the Property Agent II is responsible for property negotiations for the acquisitions, sale and lease of real property relating to the City's immediate and long-term real estate requirements. This position will be working as part of the Property Transactions team that focuses on marketing and disposing of surplus City land.

Duties include:

- Negotiate and review complex real estate transactions on behalf of City departments
- Negotiate and manage real estate agreements of surplus or developed municipal properties, including the preparation of complex legal documents in cooperation with the City's Law Branch
- Ensure all terms and conditions of legal contracts are adhered to and prepare all associated documentation relating to the transaction
- Implement land requirements outlined in development agreements, prepare written requirements to be included and review agreements prior to approval
- Plan and coordinate the marketing and sales of specific surplus properties and projects
- Plan, evaluate and recommend land enhancement activities in coordination with the City's Land Development team
- Maintain and foster effective business contacts with primary markets and represent the City in a professional manner at real estate industry meetings and functions

Qualifications:

- University degree in Business, Economics, Urban Planning, Law or a related discipline
- Accredited Appraiser Canadian Institute designation as granted by the Appraisal Institute of Canada; or possession of the Senior Right of Way Agent designation with the International Right of Way Association or a nationally recognised real estate related designation
- 5 years of progressively responsible and related experience in real property appraisal, negotiations, real estate experience including marketing and contract management (sales or acquisitions)
- Knowledge and expertise in contract and agency law, provincial and municipal requirements and relevant statutory acts related to the sale and/or exchange of real estate
- Knowledge of the local real estate market and local planning and zoning requirements
- Ability to meet and negotiate with property owners or their representatives including various external stakeholders
- Excellent communication (oral, written/report writing, presentation), negotiation, interpersonal, customer service and teamwork skills required
- Organization, time management, project management, analytical, independent problem solving and prioritization skills required including the ability to manage multiple priorities
- Valid Alberta Class 5 driver's licence (or provincial equivalent). Must arrange your own transportation to be reimbursed in accordance with City of Edmonton policy. This may require business auto insurance
- Applicants may be tested

***We are an equal opportunity employer.
We welcome diversity and encourage applications from all qualified individuals.***

Up to 1 permanent, full-time position

Hours of Work: 33.75 hours per week, Monday - Friday

Salary: \$47.103 - \$59.072 (Hourly); \$82,983.710 - \$104,070.100 (Annually)

Talent Acquisition Consultant: IS/KC

Classification Title: Property Agent II

Posting Date: Jan 8, 2020

Closing Date: Jan 24, 2020 11:59:00 PM (MST)

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Financial and Corporate Services

Work Location(s): 10th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

To Apply: <https://recruitment.edmonton.ca/job/CITYA000C7309/Property-Agent-II-Acquisitions>