



## **JOB FAMILY CONCEPT**

This family consists of four levels of real property specialist work from real property technical support to journeyman professional. Levels are distinguished based on the complexity of the work, level of supervision received, the degree of autonomy, and **authority as delegated from the President and/or Statewide Land Management**. The real property specialist job family addresses responsibility for the following functions:

- Real property development
- Real property sales
- Land use planning
- Space and real property leasing
- Real property and resource permitting
- Natural resource sales
- Real property management
- Forestry management
- Mapping
- Land and geographic information systems management & maintenance

## **TYPICAL FUNCTIONS**

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Serves as the University's representative for all real property issues.
- Conducts research and analyzes the information obtained to make decisions within area of responsibility and, as appropriate, makes recommendations to management.
- Issues, acquires and manages standard real property documents as necessary to protect the University's interests while meeting differing investment and educational real property goals, on a case by case basis. Documents include, but are not limited to, permits, easements, leases, use agreements, deeds, memorandums of agreement, resource sale agreements, and real property sale closing documents, and other real property agreements on behalf of the University.
- Develops and oversees budgets for projects.
- Provides information to the public, University departments, and other agencies on University real property-related matters including the University's Land Sale program.
- Resolves issues involving mapping, title reviews, site reviews (including environmental assessments) and trespassing (including direct contact with trespassers, troopers, attorneys, agencies and consultants).
- Prepares and issues public notices and requests for proposals, offers, information, and comments relating to development projects and disposals of interests in University real properties.



- Evaluates proposals and offers received through requests for proposals, offers and information and ensures that contract awards are in compliance with regulations, statutes, codes, and requirements of offer terms.
- Creates, designs, interprets, and edits aerial photographs, plats and maps in a variety of electronic and paper mediums. Coordinates and oversees consultants in performing mapping projects, as necessary.
- Conducts title investigations including public record review, regulatory compliance, evaluation of preliminary commitments, title encumbrance mapping and developing as-built/ALTA surveys.
- Prepares, submits, and defends various agency permits, rezones, vacation applications, and other land use authorizations at public hearings.
- Conducts site investigations, valuations, market analysis, and risk assessments for property acquisitions and disposals. Secures necessary in-house and agency approvals.
- Maintains accurate files and databases containing property, resource and project information.
- Manages, maintains, and utilizes the Land Management and Geographic Information Systems.
- Negotiates and manages space and real property leases, which includes drafting requests for proposals, invitations for bids and developing lease agreements. Oversees all aspects of lease and facilities use agreements to ensure compliance with negotiated terms, UA policy and regulations, and state and federal law.
- Evaluates financial risk of prospective buyers/lessees including examination of credit history, debt obligations, income, and assets.
- Conducts annual competitive real property sales and on-going over-the-counter real property sales.
- Manages the University's portfolio of real property contracts and deeds of trust including payment receipts, debt restructuring, amendments, assignments and foreclosures.
- Develops land acquisition and master plans.
- Enforces contract compliance, and works to minimize University risk exposure on real property owned and managed by the University and real property and real property interests leased or permitted for University use.
- Provides research and analysis necessary for the development of the University's annual real property development plans and long-term strategic plans.
- Develops educational facilities, recreational, residential and commercial subdivisions including project feasibility, design, surveying, platting, road construction, utilities installation, covenants and restrictions, and establishment of homeowners associations. Secures all necessary local, state, and federal agency approvals related to the project.
- Manages timber sales including feasibility, cruising, overall and annual operating plans, unit and road layouts, road construction, stream and river crossings, permitting and compliance with the Alaska Forest Practices Act, and other environmental laws and regulations relating to timber operations.



- Manages and negotiates contract terms and conditions for timber, oil and gas, gravel, peat, coal, rip rap, and gold. Ensures compliance with relevant local, state and federal law concerning timber harvesting and other resource extraction related activities.
- Represents the University at public workshops, forums, and to the press.
- Investigates contaminations of UA owned and leased real property and oversees consultants in monitoring clean up of contaminated properties.
- Works directly with in-house and outside legal counsel on University real property matters.
- Manages contractors and consultants hired for land and real property surveys, maintenance, operations, and construction.

### **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### **Level 1**

**PCLS: 01801**

**Grade 77**

**Non-Exempt**

#### ***Descriptors***

**Within delegated level of authority**, work is performed under intermittent supervision. Generally works within well defined guidelines. Researches and analyzes routine information. Creates reports and makes recommendations. Interprets and applies basic rules, processes and procedures. Creates maps and maintains mapping, geographic information, and real property information databases. Independently responsible for acquiring and granting lower risk permits and other real property use authorizations. Provides technical assistance to higher level staff.

#### ***Knowledge, Skills, and Abilities***

Knowledge of real property and resource evaluation methodology and management principles. Knowledge of real property related financial analyses and appraisals. Basic knowledge of applicable laws and statutes. Basic knowledge in contract development, administration and compliance. Knowledge of geographic and real property information system database development and maintenance, interpretation of real property status title and drawings, web site organization/construction and document tracking systems.

#### ***Education and Experience***

High School graduation and 3 years relevant experience (e.g. real estate, finance, business, natural resources, or forestry), or an equivalent combination of training and experience.



**Level 2**

**PCLS: 01802**

**Grade 78**

**Exempt**

***Descriptors***

**Within delegated level of authority**, work is performed under administrative supervision. Independently performs most assignments within broad guidelines with instruction as to desired outcome. Provides professional management of all types of real property projects and contracts of moderate difficulty where there is no clear process or solution. Represents the University on real property issues in public meetings, workshops, and to the general public. May lead the work of lower level employees or support staff.

***Knowledge, Skills, and Abilities***

Same as level 1, plus: Advanced knowledge of real property and resource planning, project development and management. Advanced knowledge in contract development, administration, and compliance. Knowledge of UA Policy and local state and federal laws and regulations. Knowledge in project design, layout, survey, and mapping. Knowledge of forestry or other natural resource principles and practices. Knowledge of negotiation and communication styles and techniques. Ability to lead.

***Education and Experience***

Bachelor's degree in relevant field and one year progressively responsible relevant experience (e.g. land, resource, and real property planning, projects, negotiations, contracting, finance, business, or law), or an equivalent combination of training and experience.

**Level 3**

**PCLS: 01803**

**Grade 80**

**Exempt**

***Descriptors***

Work is performed under general direction. Independently initiates and performs assignments with general instruction as to the desired outcome. Develops and manages real property and resource projects where problems and solutions are complex and no standards or protocols exist and project values are up to several million dollars. Conducts complex analyses of real property and resource project feasibility. Consults with legal counsel and represents the University's interests on legal matters. Represents the University in public hearings, at community and agency meetings, and to the press. Supervises consultants and lower level staff.

***Knowledge, Skills, and Abilities***

Same as level 2, plus: Extensive knowledge of real property and resource project development and administration. Advanced knowledge in project management, design, surveying, mapping, local, state and federal laws and regulations, road and bridge construction specifications, and technology. Advanced negotiation skills. Advanced knowledge of forestry or other natural resource principles. Ability to develop and recommend policy and procedure changes. Ability to supervise.



***Education and Experience***

Bachelor's degree in relevant field and three years progressively responsible relevant experience (e.g. land, resource, and real property planning, projects, negotiations, contracting, finance, business, law, or staff management), or an equivalent combination of training and experience.

**Level 4**

**PCLS: 01804**

**Grade 82**

**Exempt**

***Descriptors***

Work is performed under long range administrative direction. Direct comprehensive management of the University's investment and educational real property programs including maintaining fiscal control of development projects funds and budgets. Responsible for independently initiating projects based on knowledge and understanding of meeting goals and objectives of the University's land management strategic plan. Supervises lower level staff.

***Knowledge, Skills, and Abilities***

Same as level 3, plus: Requires multidisciplinary skills and training with extensive knowledge, experience and proficiency in real property and resource planning, development, and management. Proficient with real property and resource development that complies with UA Policy, and state, local and federal laws and regulations. Highly skilled in negotiations, valuations, financial analyses and project feasibilities. Ability to develop and recommend policy and procedure changes. Ability to formulate long range and strategic plans.

***Education and Experience***

Bachelor's degree in relevant field and five years progressively responsible relevant experience (e.g. land, resource, and real property planning, projects, negotiations, contracting, finance, business, law, or staff management), or an equivalent combination of training and experience.

\* Lead: Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.

Supervise: Hire, train, evaluate performance and initiate corrective action.