



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.

- Serve as the University's representative for all real property issues
- Conduct research and analyze the information obtained to make decisions within area of responsibility and, as appropriate, make recommendations to management
- Issue, acquire and manage 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
- Develop and oversee budgets for projects
- Provide information to the public, University departments, and other agencies on University real property-related matters including the University's Land Sale program
- Resolve issues involving mapping, title reviews, site reviews (including environmental assessments) and trespassing (including direct contact with trespassers, troopers, attorneys, agencies and consultants)
- Prepare and issue public notices and requests for proposals, offers, information, and comments relating to development projects and disposals of interests in University real properties



- Evaluate proposals and offers received through requests for proposals, offers and information and ensure that contract awards are in compliance with regulations, statutes, codes, and requirements of offer terms
- Create, design, interpret, and edit aerial photographs, plats and maps in a variety of electronic and paper mediums. Coordinate and oversee consultants in performing mapping projects, as necessary
- Conduct title investigations including public record review, regulatory compliance, evaluation of preliminary commitments, title encumbrance mapping and developing as-built/ALTA surveys
- Prepare, submit, and defend various agency permits, rezones, vacation applications, and other land use authorizations at public hearings
- Conduct site investigations, valuations, market analysis, and risk assessments for property acquisitions and disposals. Secure necessary in-house and agency approvals
- Maintain accurate files and databases containing property, resource and project information
- Manage, maintain, and utilize Land Management and Geographic Information Systems
- Negotiate and manage space and real property leases, which includes drafting requests for proposals, invitations for bids and developing lease agreements. Oversee all aspects of lease and facilities use agreements to ensure compliance with negotiated terms, UA policy and regulations, and state and federal law
- Evaluate financial risk of prospective buyers/lessees including examination of credit history, debt obligations, income, and assets
- Conduct annual competitive real property sales and on-going over-the-counter real property sales
- Manage the University's portfolio of real property contracts and deeds of trust including payment receipts, debt restructuring, amendments, assignments and foreclosures
- Develop land acquisition and master plans
- Enforce contract compliance, and work to minimize University risk exposure on real property owned and managed by the University and real property interests leased or permitted for University use
- Provide research and analysis necessary for the development of the University's annual real property development plans and long-term strategic plans
- Develop 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. Secure all necessary local, state, and federal agency approvals related to the project
- Manage 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
- Manage and negotiate contract terms and conditions for timber, oil and gas, gravel, peat, coal, rip rap, and gold. Ensure compliance with relevant local, state and federal law concerning timber harvesting and other resource extraction related activities
- Represent the University at public workshops, forums, and to the press



- Investigate contaminations of UA owned and leased real property and oversee consultants in monitoring clean-up of contaminated properties
- Work directly with in-house and outside legal counsel on University real property matters
- Manage contractors and consultants hired for land and real property surveys, maintenance, operations, and construction
- Supervise staff

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. Research and analyze routine information. Create reports and make recommendations. Interpret and apply basic rules, processes and procedures. Create maps and maintain mapping, geographic information, and real property information databases. Independently responsible for acquiring and granting lower risk permits and other real property use authorizations. Provide 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 three 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. Provide professional management of all types of real property projects and contracts of moderate difficulty where there is no clear process or solution. Represent 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 one, plus: Advanced knowledge of real property and resource planning, project development and management. Advanced knowledge of contract development, administration, and compliance. Knowledge of UA Policy and local state and federal laws and regulations. Knowledge of 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 related 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 initiate and perform assignments with general instruction as to the desired outcome. Develop and manage 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. Conduct complex* analyses of real property and resource project feasibility. Consult with legal counsel and represent the University's interests on legal matters. Represent the University in public hearings, at community and agency meetings, and to the press. Supervise** consultants and lower level staff.

Knowledge, Skills, and Abilities

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

Education and Experience

Bachelor's degree in related 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. Supervise** lower level staff.

Knowledge, Skills, and Abilities

Same as level three, plus: 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 related 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.

- * **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. University Regulation and Policy, and Federal, State and local statutes, laws and codes). Complexity increases as the application, interpretation and frequency of working with these rules and regulations increases. Complex positions typically work with external constituencies and consultants. Complex positions also supervise more diverse areas of expertise.
- * **Scope:** Refers to the impact of decisions on the unit/department, campus or University system. Positions with large scope typically make decisions which impact the University and have far-reaching implications.
- ** **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.

[July 2009 revisions included formatting document for consistency.]