

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SUPERVISING PROPERTY AGENT - 1929**

**DEFINITION:**

Under direction, to supervise a major Department of Real Estate and Airport Management section involved in real estate operations; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises a major section of the department and establishes and coordinates plans and programs to meet established goals;
- Develops section policies and procedures consistent with departmental policy;
- Makes presentations on section projects to decision-making legislative bodies and administrative officers;
- Develops revenue projections and works with management to maximize revenue;
- Performs or directs major negotiations and approvals of contracts and leases, special projects, and studies;
- Assists with budget preparation;
- Prepares correspondence and reports;
- Serves as a liaison with other government agencies and attends community meetings;
- Assigns and reviews work of subordinates for completeness, accuracy, and legality;
- Trains and evaluates subordinate professional staff members.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of full-time professional commercial real estate property experience in at least one of the following areas: Appraisal/Valuation, Acquisitions and Dispositions, Relocation and Right-Of-Way, Property Management and/or Asset Management, Commercial Marketing and Sales/Leasing, or Commercial Real Estate Brokerage.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**