

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING PROPERTY AGENT

DEFINITION:

Under direction to supervise a major Real Estate Assets Department 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;
- Performs or directs major negotiations, special projects and studies;
- Prepares correspondence and reports;
- 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree; **AND** four years of professional real property experience in one or more of the following areas: Appraisal/Valuation, Acquisition, Relocation, Property Management, or Marketing/Sales, one year of which must have been with a governmental agency.

- * **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.