

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Development Economist</u>
Sch.& Grade	<u>PAT-11</u>
Class Code	<u>BD17</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Negotiates and acquires property for Planning and Economic Development projects. Performs feasibility studies of public and private development projects.

SUPERVISION:

Under the general supervision of the Economic Development Director. Supervises assigned technical and administrative staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Secures property for public infrastructure and public uses including determining ownership of property; negotiating purchase price, subject to approval; assisting in compiling records and data for condemnation proceedings when necessary; preparing individual dedication deeds for each parcel; and contacting owners to have them execute dedication deeds. Types of projects primarily involve, but are not limited to, assembling land for major redevelopment of areas of the city. Redevelopment projects may be public or private, including commercial and office buildings, hotels, parking decks, convention centers and recreational facilities.
2. Negotiates as agent of the City with property owners prior to making the final agreement on purchasing or leasing property.
3. Travels to a variety of off-site locations to acquire property from individual property owners.
4. Prepares and/or reviews real estate appraisals as required in establishing the values of land and improvements.
5. Oversees the process of having executed deeds notarized and recorded at the Courthouse for property secured for Planning and Economic Development projects.

IMPORTANT FUNCTIONS:

1. Secures signatures on public improvement petitions.
2. Assists the engineering staff in obtaining right-of-way cost projection information used in estimating costs on public improvement projects.
3. Investigates maps, deed records, and abstract books to determine ownership of properties.
4. Negotiates with adjacent property owners for the sale of City owned property.
5. Attends workshops, seminars and other training for professional development.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of real estate law. Knowledge and understanding of plans for streets, highways, sanitary sewers, storm sewers, etc. Knowledgeable of federal right-of-way guidelines and requirements. Knowledgeable of real estate appraisal methods to interpret, explain, and perform real estate appraisals.

Abilities

Plan, organize and direct property acquisition and appraisal activities; work independently with little direction; exercise discretion and utilize sound, independent judgment regarding matters of significance; make effective recommendations and decisions; follow oral and written instructions; keep records and files; deal effectively and courteously with associates, outside agencies, developers, community leaders and the general public; prepare and present clear and concise reports; estimate the cost of acquisitions for department projects; negotiate with individual property owners for property acquisition; review negotiation records; act as real estate agent and appraiser for the City; effectively supervise assigned staff; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City's stated mission & philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Real Estate or related field supplemented by three years experience as a Real Estate Broker, Appraiser, or related area. Experience may be considered for substitution in lieu of educational requirements.

Physical Requirements

Performs bending, sorting and reaching to both ground level and overhead; must be able to hold and grip objects; must have the ability to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. Works outdoors through the course of right-of-way duties, may be exposed to various types of terrain and weather conditions. Must have the ability to travel over property for inspection purposes.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License. Must possess, or be able to obtain within six months of employment, licensing and certification as a real estate broker from the State of Missouri and maintain license throughout appointment.

Miscellaneous Requirements

None required.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 5692
Comments:	Updated Abilities	Date: July 2, 2007

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____