

JOB ANNOUNCEMENT

JOB TITLE: Project Manager for Property Acquisitions
REPORTS TO: Manager of Watersheds Technical Support
DEPARTMENT: Watershed Programs

JOB SUMMARY

Manages and works with others in the procurement of real property rights necessary for the planning, design, and construction of stormwater projects under the Regional Stormwater Management Program to meet the organization's needs on time and within budget. The Project Manager for Property Acquisitions is responsible for administering and coordinating project assignments related to District undertakings with attorneys, engineers, surveyors, appraiser's government agencies, public relations, draftsmen and consultants including and limited to land rights acquisition, relocation assistance and environmental review. Performs other duties of a similar nature as may be required.

ESSENTIAL FUNCTIONS

- Evaluates potential properties of interest including real estate research, field visits, defining areas of interest, mapping, and landowner communications. After a decision to purchase property, coordinates with the law department on appraisals and land negotiations. Drafts or provides input on real estate agreements, licenses, and easements. Continually researches identified properties for foreclosure, sale transfer and other changes to land ownership for potential land acquisition. Serves as a liaison between the law and watershed programs departments by working closely with design project managers, watershed team leaders and the law department throughout the duration of stormwater projects.
- Performs reviews of draft real estate documents, project schematics, title reports, surveys, legal descriptions, appraisal reports and environmental reports. Coordinates final reviews and revisions of documents with the law department, design project managers and watershed team leaders.
- Works with attorneys, project engineers and others with preparation of written documentation such as staff reports, correspondence, agreements, real estate purchase contracts, deeds, easement forms, appropriations, and payment authorizations to facilitate the purchase of land rights and real property for District use.
- Provides ongoing analysis and findings regarding land use and real estate market trends.
- Facilitates establishment of ongoing maintenance of acquired properties and easements through coordination with District departments or external resources.
- Researches, analyzes, and compiles information concerning status of current and pending property interests for internal and external reports and presentations. Coordinates with GIS, law department and IT on maintenance and upgrades to the real estate interest database.

- Develops and manages the scope of each assigned project to include critically examining, assessing, and evaluating data, current procedures, processes, and alternatives to improve environmental impact and costs.
- Makes recommendations for courses of action that further District goals to include scope, required resources and outcome.
- Supports the Stormwater Program in the planning and design of stormwater construction projects related to property acquisition.
- Manages procurement and administration of Watershed Programs professional consultants, including developing consultant short lists and Request for Proposals, review of consultant proposals and recommending award of consultant contracts.
- Analyzes data and processes to maintain the time line and integrity and quality assurance of current projects. Utilizes problem analysis and problem-solving skills, evaluating all feasible alternatives and recommending best solutions and courses of action to meet current project objectives and to identify potential new projects.
- Identifies problems, researches possible solutions, analyzes the data researched, evaluates all possible alternatives, and recommends one or more solutions. Presents solutions for discussion to obtain agreement on a preferred solution.
- Builds and maintains good public relations by encouraging support and participation in District-related activities that align with community environmental goals.
- Prepares agendas and conducts meetings within the project groups and status meetings.
- Performs other duties of a similar nature as may be required.

MINIMUM JOB REQUIREMENTS

EDUCATION

Candidate must possess Bachelor's degree, preferably in Real Estate, Business, Public Administration, Project Management, Engineering or a closely related field.

EXPERIENCE

Candidate must possess four (4) years of progressively responsible experience in managing complex land rights acquisition or related real estate-oriented project administration, project contracting, review of engineering plans, public outreach, management of consultant contracts. Experience must include use of project management tools, managing more than one small- to medium-project at a time and success in completing projects on time and on budget. Familiarity with Ohio laws related to Appropriation and the FEMA Hazard Mitigation Program is desired.

OTHER REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITIES

- Candidate must possess the ability to read, write, analyze, and consistently perform at a level to provide for successful negotiations and closure of real estate transactions and proactive project tracking and reporting, all in conformance with applicable laws and regulations. Communicates courteously and proactively, recurrently examines both internal and external client's short-and long-term needs, ability to see issues from all stakeholder perspectives in order to negotiate successful resolutions on project issues and achieve land rights acquisition goals.
- Candidate must possess the ability and willingness to work cooperatively and collaboratively with a diverse workforce to achieve successful outcomes in respect to assignments. Requires ability to confidently reach out to internal and external stakeholders and continually build/maintain relationships. Requires ethical conduct in respect to all persons and situations, including fairness, integrity, tolerance, and honesty. Consistent in the application of NEORSD policies and procedures.
- Candidate must possess problem solving, good judgment, discernment, and the ability to work independently on multiple assignments. Strong project management, leadership, motivation, team building, negotiation and conflict resolution skills are required. Must have attention to detail, experience in analyzing data and processes, making recommendations, and gaining input/agreement within the organization. Must be able to effectively manage multiple tasks and assignments and demonstrate strong organizational skills in a fast-paced work environment. Requires analytical and speaking skills necessary to regularly make presentations and effectively communicate with NEORSD staff, citizen groups and varied governing bodies. Required regular attendance, attentive punctuality, and overall preparedness. Proficiency with ESRI software, Microsoft Office software such as Excel, Word and PowerPoint are preferred.

PHYSICAL AND MENTAL REQUIREMENTS

During the course of performing the essential functions of this position the employee must be able to compare, copy, compute, compile, analyze, coordinate, synthesize, negotiate, communicate and

instruct. Ability to communicate while exhibiting strong interpersonal skills is required. Physical work will need to be performed, such as sitting, standing, walking, hearing, and talking. This position requires computer knowledge and ability. Ability to lift up to 25 lbs. on an occasional basis. Position will require visual demands of near acuity, far acuity, depth perception, accommodation, and depth perception. While working in the field the employee may be exposed to extreme weather, atmospheric conditions and wet and/or humid conditions.

DISCLAIMER: The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies required of employees within this classification.

NEORS, an Equal Opportunity Employer

The Northeast Ohio Regional Sewer District is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workforce, recognizing the full range of human differences and similarities. Through our unwavering efforts to leverage the potential of our diversity, we continually strive to build and foster an environment that respects each individual. We encourage and promote innovation, and provide opportunities for all employees to interact, communicate, and realize the full potential of their talents.

Our Employee Benefits & Wellness Programs

We offer a comprehensive employee benefits package including: Health Insurance Coverage, Various Retirement Planning Options (Ohio Public Employee Retirement System and Deferred Compensation Plans), Group and Voluntary Life Insurance, Flexible Spending Accounts, Employee Assistance Program, Tuition Assistance Program, Free Parking at our facilities, Corporate Discounts, and More! We also have a very active Health & Wellness Program that promotes a life/work balance.