

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: REAL ESTATE

POSITION: REAL ESTATE ADMINISTRATOR

POSITION SUMMARY

The Real Estate Administrator is housed in the Real Estate Department of the Urban Redevelopment Authority of Pittsburgh (URA). It is responsible for overseeing activities related to the transaction of URA-owned properties, including preparation of contracts and other documents necessary to the disposition process, leases, licenses and related documents as well as acquisition of properties by the URA for eventual disposition. Although work is performed in accordance with outlined procedures and practices, the position requires the ability to make independent judgments and decisions in those instances not covered by such procedures and practices.

EXAMPLES OF REPRESENTATIVE DUTIES

- Overseeing information related to property inventory coming in and out of the URA, and handling all aspects of property conveyance for major redevelopment projects as part of a team of similar professionals
- Overseeing the administrative protocols related to inventory of URA property including processing of dispositions and acquisitions as they move forward through several steps
- Supervising and coordinating the preparation of Disposition Contracts, City Council Legislation, Deeds, Agreements, Resolutions, Certificates, and other legal documents necessary for the transfer of URA property
- Overseeing preparation of the URA Real Estate Agenda for monthly URA board meetings and board actions for development projects
- Representing the URA at closings and preparing post-closing documents
- Coordinating this process with other URA departments as well as the various City of Pittsburgh departments, Department of Housing and Urban Development (HUD), Pennsylvania Department of Transportation, and other agencies
- Assisting potential purchasers and their legal and technical representatives in the preparation of required documents and coordinating approvals required by other departments/agencies
- Assisting with acquisition of public property by working with the Department of City Planning and the City Finance Department to initiate the acquisition of the three taxing bodies' (City, County, Pittsburgh Public Schools) property through the "City/URA Transfer" process; provide the City Law Department with information and materials necessary to facilitate the validation of title

- Maintaining records and files through the URA's EProperty Plus database inventory system as well as paper files as needed
- Acting as chief administrator of EProperty Plus which includes updating fields and training staff and other departments in the use of EProperty Plus as needed
- Acting as Landlord representative and main contact in relationship to tenant or prospective tenants of URA properties
- Acting as Landlord representative to all leased properties that are separately managed by an outside agent such as Baker Young Corporation or similar managers
- Maintaining lease files including drafting of new leases and amendments, notifying tenants of renewal period and termination, maintaining insurance certificates, and negotiating rental rates
- Coordinating exit process for terminated leases including bringing any delinquent rent payments current, arranging final walk thru of property and having final meter readings taken
- Maintaining a file of URA-insured properties and ensuring that the list of properties is up to date and accurate
- Acting as contact, along with representatives from the URA Finance Department, on insurance matters related to insured properties
- Reviewing rent reports with Finance on a monthly basis to determine the delinquency status of tenants and coordinating a strategy to bring those tenants current if needed
- Preparing reports on real estate activities as required
- Performing other duties as required

TECHNICAL KNOWLEDGE

- Proficiency in basic computer skills and familiarity with general office software packages such as Microsoft Office, Word, Excel, and PowerPoint is required.
- Proficiency in working with database systems is required. Working with the URA database EProperty Plus is a major responsibility of this position. This is a unique proprietary database and property inventory management tool and specific training will be provided. No previous experience with EProperty Plus is required.
- Proficiency in GIS-based data systems is a plus.

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree, preferably in Public Administration or Business Administration, a real estate license or minimum of 6 months specialized training and 5 years' experience in real estate. The ability to understand and prepare legal documents is necessary. Knowledge of general real estate procedures, particularly those dealing with property closings, is also necessary. The ability to develop and maintain effective working relationships with Real Estate Department staff, other URA staff, and outside individuals, agencies and groups is essential. Another combination of education, experience, knowledge, and abilities demonstrating the qualifications necessary to perform the duties of this position would also be acceptable.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. Applicants must be City of Pittsburgh residents, or become one as a condition of employment at the URA.

Please send resume and letter of interest to:

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