URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: REAL ESTATE **POSITION: SENIOR REAL ESTATE OFFICER**

POSITION SUMMARY

This Senior Real Estate Officer position is primarily responsible for the acquisition and disposition of both public and private properties on behalf of the Urban Redevelopment Authority of Pittsburgh (URA) and supports the overall transactional process in the URA's Real Estate Department. This position will also support the coordination of many aspects of management and maintenance, demolition, repair and disposition of URA-owned properties. Work is performed in coordination with other URA staff, particularly staff of the Legal and Finance Departments, and in accordance with applicable governing regulations, i.e., the PA Eminent Domain Code and the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. This position reports directly to the Director of the Real Estate Department.

EXAMPLES OF REPRESENTATIVE DUTIES

- Assist Executive Director, Real Estate Director and other staff in identifying target properties in areas of interest for development activity as potential acquisitions

- Coordinate the targeting and transfer to URA of City-owned and/or tax delinquent properties through the City's Real Estate and Legal Divisions

- Identify ownership and title status of properties identified by planning and development staff as critical to the outcomes of development projects undertaken by the URA

- Coordinate research into target properties including conducting site visits, contact with current ownership and brokers, and title and deed review

- Coordinate staff activity relating to acquisition and disposition of property by the URA, including public-property and private-property purchases, amicable acquisitions as well as takings effected by way of condemnation for redevelopment purposes

- Coordinate among appropriate internal and external stakeholders to obtain transaction details and necessary approvals

- Participate in project meetings with regard to projects where the sale of URA property may be contemplated and support the role of the project manager in such endeavors

- Insure that disposition proposal packages are sent to the appropriate teams, that all details are accurate, and account for checks received as part of the RFP process in coordination with the Finance Department

- Communicate to applicants URA rules and regulations around disposition, both verbally and in written documents

- Manage preliminary details necessary for initiating the property disposition process, including scheduling and coordinating project disposition meetings

- Negotiate with private property owners and/or their legal representatives to acquire real estate needed for redevelopment purposes

- Coordinate with other staff in the Real Estate and Legal Departments the licensing of URA property for 3rd party use

The following are shared responsibilities among URA Real Estate staff on an assignment basis.

- Support staff activity relating to the disposition of URA-owned land and buildings

- Support staff activity relating to the management and maintenance of property, including the temporary leasing or licensing of URA-owned property

- Support the preparation of legal documents such as Agreements of Sale, Disposition Contracts and Deeds, and serving as the liaison between the Real Estate Department and the Legal Department on acquisition and disposition matters

- Support the preparation of detailed informational packages and resolutions, and represent the URA before City Council on all acquisition and disposition matters that require Council action

- Support the issuance of Certificates of Completion on development projects involving land conveyed by the URA

- Support the maintenance of a property inventory file that contains up-to-date and accurate information on all URA-owned property

- Work with Real Estate Director to prepare monthly board agenda items that pertain to transactions on URA land

- Represent the URA at real estate closings and supervise post-closing procedures, including preparation of closing memorandums, applications for tax exemption, notification to utility companies and updating of files, records and maps

- Attend various project-related meetings

- Other duties as assigned

QUALIFICATIONS

This senior position, which is at-will and non-union, requires direct experience with negotiating real estate transactions and related agreements as well as direct experience with deeds, easements and other real estate contracts as part of prior work experience as a baseline. This position also requires a Bachelor's Degree or higher and at least five (5) years experience in the fields of real estate or real estate law. This position requires a good understanding of legal documents, contracts and procedures, and knowledge of standard real estate practices. Understanding the compensable elements of general damages under the Pennsylvania Eminent Domain Code and extensive knowledge of Federal and State Laws, rules and regulations, governing acquisition and relocation activities for redevelopment projects greatly enhances your qualifications. Geo-spatial (GIS) training and/or survey review experience is preferred. The ability to develop and effectively maintain working relationships with URA staff, City officials, community leaders, and outside individuals and agencies is essential. Strong "people" skills as well as technical knowledge of the field are a must. Strong analytical, organizational, verbal and written communication skills are a requisite. Another combination of education, experience, knowledge, and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered.

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 resident, or become one as a condition of employment at the URA.

Please send resume and letter of interest to:

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