PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7104
Pay Grade: E02

FLSA: Exempt
PTS

REAL ESTATE ANALYST

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED. Licensed Real Estate Broker with five (5) years experience in real estate appraisal, real estate sales or property management, and working knowledge of construction procedures and techniques, or an equivalent combination of education, training and experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:
State Certified Residential Real Estate Appraiser, or State Certified General Appraisal.

MAJOR FUNCTION

Performs responsible professional and technical office and fieldwork. Works with governmental agencies and private firms for real estate acquisitions and disposals, and related activities such as easements, rezoning and right of way vacations. Position works closely with the General Counsel coordinating the legal aspects of real property transactions. Responsibilities include the research, analysis and coordination of procedures related to real estate transactions on land purchase for future school facilities or disposal of surplus property. Position requires the use of independent judgment and professional discretion, under general supervision.

ESSENTIAL RESPONSIBILITIES

- Works with governmental agencies to identify land parcels as potential school sites.
- Protects the School Board's interests in collaboration with administration.
- Oversees and participates in research on property being considered for purchase.
- Inspects and evaluates new properties.
- Maintains property records including deeds, easements and agreements.
- Prepares correspondence and contracts, and coordinates legal aspects with the General Counsel, for the acquisition of property and disposition of surplus sites.
- Prepares School Board agenda items.
- Monitors department budget.
- Assists in, coordinating, planning and implementing developmental efforts In collaboration with administration.
- Keeps apprised of current developments, issues, and technical sources of information related to real property management responsibilities.
- Recommends to management the purchase of new property for School Board use or disposal of surplus sites.
- Obtains engineering reports, boundary surveys, environmental analyses, appraisals, etc.
- Responsible for the design, development and maintenance of a record keeping system for departmental legal documents, real estate records, site acquisition history and files.
- Examines appraisals for conformance with county and School Board specifications.
- Prepares maps, descriptions and technical data related to real property transactions; initiates required reports.
- Maintains property data essential to evaluation for property appraisal purposes.
- Prepares correspondence and responds by telephone to public inquiries about School Board property and related problems within the scope of the department.
- Researches property ownerships and descriptions to determine ownership of specific parcels of land.
- Provides technical support to management on recommendations for property purchase; assists with data for preparation of contracts for the purchase of School Board real estate; coordinates contracts with General Counsel, administration, private companies and county or municipal agencies.
- Performs search of records, field visits, and evaluations of new school sites and surplus property.
- Prepares correspondence and responds by telephone to public inquiries about School Board property and related problems within the scope of the department.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 3/82; REVISED: 1/88 MW; BOARD APPROVED: 2/24/88; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, MQ: 10/07; BOARD APPROVED: 10/30/07. REVISED TITLE, MF, D&Rs, & MQ: 11/09 RAS; BOARD APPROVED: 12/08/09; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED;

REAL ESTATE ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				