

Coordinator II – Real Property Management

Position Details

Job Code: U7401

Reference Code: A305

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to supervise and evaluate the activities of the realty office related to the management of Clark County School District property. This position is directly responsible to the Director, Real Property Management, Facilities **Services Unit**.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, recommends, interprets, and evaluates office policies, regulations, processes, procedures, and standards.
2. Negotiates and recommends the lease of real property.
3. Files applications for zone variances and building and use permits with state and local governments relating to existing school sites.
4. May attend public meetings including, but not limited to: town board, planning commission, and board of commissioners to acquire approval of projects.
5. Obtains right-of-ways, easements, and related documents needed for the continued use of facilities.

6. Develops and maintains reports of leasing and real property projects to ensure completion prior to relevant deadlines.
 7. Develops, recommends, interprets, and evaluates complex legal documents for review by CCSD Office of General Counsel.
 8. Oversees facility use guidelines, regulations, operations, and procedures associated with the use of District property.
 9. Monitors and evaluates activities of other agencies related to District property interests and recommend action to inform and prevent negative impact to District property.
 10. Negotiates and prepares joint use agreements, development agreements, and memorandums of understanding (MOU).
 11. Develops and maintains real property lease and facility use database and files.
 12. Addresses, evaluates, and resolves public concerns regarding existing school sites.
 13. Recommends appraisers for the District's real property.
 14. Assists in monitoring the realty office budget.
 15. Accepts additional duties and responsibilities, as directed in the absence of the Director.
 16. Supervises and evaluates the performance of assigned staff.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

Computer skills to include knowledge in the use of Microsoft Access, Microsoft Excel, and Microsoft Word.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business management, public administration, or in a related field with at least eighteen (18) credit hours of coursework relating to principles of real estate, appraisal, real estate law, and/or real estate finance or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) years' experience in the real estate field with emphasis in public administration, negotiation, and management skills.

Preferred Qualifications

1. Ability to read maps such as plot maps and topographical maps.
2. Knowledge of the requirements of the Nevada Revised Statutes (NRS) as they relate to District property.
3. Knowledge of land acquisition through the Bureau of Land Management (BLM) using the Recreation and Public Purposes Act (R&PP).

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/07/22
- Created: 12/17/08