

Coordinator IV, Real Property Management

Position Details

Job Code: U7403

Reference Code: A604

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to coordinate, plan, schedule, and monitor all activities related to the real estate acquisition and planning functions for the Clark County School District. This position is directly responsible to the Director, Real Property Management Department, Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Administer and coordinate real property transactions including management and acquisitions, transfers and sales, or disposal of land(s) for the District. Assist in the development and implementation of policies and procedures related to the acquisition of property, leasing, and lease tracking of private and public lands for District purposes.
2. Responsible for assisting in the managing of real estate transactions, real property, leases, memorandums of understanding, and entitlements.
3. Assist in the planning and instituting goals, objectives, policies, and work standards for the department.

4. Provide information to property owners, their representatives, stakeholders, the general public, and other interested parties regarding department policies and procedures; resolve disputes on procedural issues and problems.
 5. Plan, organize, assign, supervise, review, and evaluate the work of professional-technical and/or support professional personnel. Assist in recommendation and selection of staff; train staff in work procedures; and administer discipline, as required.
 6. Assist in developing, recommending, and interpreting policies and procedures related to the department with respect to acquisition, disposal, and site requirements of real property assets. Monitor and interpret changes in state laws, codes, ordinances, and regulations; evaluate their effect upon department activities; and prepare and implement policy and procedural changes, as required.
 7. Direct the department's preparation of agendas and presentation of supporting materials for Clark County School Board of Trustee meetings; follow-up on decisions, as required, to various internal and external divisions and jurisdictions.
 8. May attend and participate in acquisition/disposal strategy, project, and policy meetings with professional staff, consultants, and District management.
 9. Coordinate with appropriate District departments, consultants, and jurisdictional entities to ensure a timely approval process for school-related construction activities.
 10. Assist in providing direction, review, and evaluation of work performed by private professional service consultants, if so contracted. Assist in maintaining on-going communication with professionals and officials of other federal, state, and jurisdictional county agencies and companies with respect to property rights, management, acquisition, and disposal of real property.
 11. May participate in the evaluation and recommendation of land acquisition for school sites or other District related activities. Assist in the direction, coordination, and conduct of a variety of research, administrative, and technical projects and special studies necessary to achieve department objectives.
 12. Assist in negotiations of final contract terms, including purchase or donation of real property sites, fair market value, and value of encumbrances with property owners and/or their representatives. Oversee the preparation of documentation related to all real property assets either existing or under consideration for acquisition.
 13. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
 2. Knowledge of administrative principles and practices, including goal-setting; program development, implementation, and evaluation; budget development; and administration.
 3. Knowledge of principles and practices of real property acquisition, appraisal, and disposal; methods of title search and property clearance; applicable laws, codes, regulation practices; principles and practices of right-of-way ownership; principles of property development; and project design.
 4. Knowledge of real estate, property/lease management, planning, and zoning.
 5. Knowledge of computer applications related to the work.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in planning, business administration, business management, public administration, or a related field 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. Six (6) years of professional-level experience in current and advance planning and real estate, land management, and land use regulation, including at least five (5) years of successful supervisory experience related to the position.

Preferred Qualifications

None specified.

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: 04/18/22
- Created: 12/18/08