Real Estate Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
REAL ESTATE SPECIALIST I	2070	B24	$65,104 - $106,634
REAL ESTATE SPECIALIST II	2071	B26	$76,530 - $129,430

GENERAL DESCRIPTION

Performs real estate and/or commercial leasing work involving developing and evaluating requests for proposals, while performing administrative work focused on the statistical analysis, appraisal, acquisition, sale, and management of real property, as well as the leasing and management of commercial space. Collaborates with business partners, serves as a liaison between the agency and external partners, and provides executive updates on commercial property availability, pricing, and trends, with a focus on private sector insights for a public sector entity.

EXAMPLES OF WORK PERFORMED

Develops goals and objectives for leased space, analyzing real estate markets and state agency space needs, and providing expertise on commercial space and leasing processes.

Supports leasing processes by preparing lease specifications, lease contracts, amendments, memos, and business letters.

Coordinates with stakeholders, including county officials and other state agencies to assess business needs for specific locations.

Inspects leased spaces for compliance and proper space utilization and obtains floor plan approvals.

Performs lease negotiations, including renewals, space transfers, and contract amendments, ensuring compliance with statutes, rules, and contractual provisions.

Conducts appraisal, acquisition, sale, and management of real property.

Participates in leasing and management activities of commercial space.

Serves as a liaison to various stakeholders, including county officials, courts, state agencies, legislative officials, private sector lessors, and executive management.

Manages lease space portfolios, evaluates bid proposals, and enforces contract compliance, resolving disputes as needed.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at a level II may also perform work listed within the previous level.

REAL ESTATE SPECIALIST I: Performs complex (journey-level) real estate and/or commercial leasing work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may independently perform the full range of work identified within their current level or may assist others in performing work of greater complexity.

REAL ESTATE SPECIALIST II: Performs highly complex (senior-level) real estate and/or commercial leasing work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may coordinate or oversee the work of others, and may:

- Perform analyses, growth, and economic forecasts.
- Provide expert advice on commercial leasing to executive leadership and other stakeholders.
- Perform strategic planning used to develop regional and facilities plans.
- Make recommendations on new space requests to optimize the use of agency resources and contract management.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of real property transactions and practices, commercial leasing, and market analysis; factors involved in appraising properties; state laws and statutes related to the appraisal, acquisition, and leasing of real property for public use purposes; contract management practices and purchasing policies and procedures; and portfolio management.

- Skill in the use of a computer and applicable software; and in real estate and commercial leasing negotiations.

- Ability to appraise real property; to interpret maps, plans, and data relating to property locations; to write clear and concise reports; and to communicate effectively.

Additional for Real Estate Specialist II level

- Ability to serve as a lead worker providing direction to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.