



BYRON W. BROWN  
Mayor

**CITY OF BUFFALO**  
**OFFICE OF STRATEGIC PLANNING**



BRENDAN MEHAFFY, ESQ.  
Executive Director

**CIVIL SERVICE JOB OPENING**

**Date:** September 7, 2017

**Title of Position:** **REAL ESTATE SPECIALIST (Provisional)**

**Division:** Real Estate

**Number of Vacancies:** One (1)

**Salary Range:** \$59,617 – \$69,378

**REAL ESTATE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS**

An incumbent of a position in this class performs difficult and responsible real estate work involving the acquisition and disposition of real property and for the management of such properties while under public control. The duties call for frequent exercise of independent judgment and decision in determining the fair market price of properties and in establishing fair rental fees for properties acquired. Immediate supervision is received from a higher-ranking employee. Immediate supervision may be exercised over personnel assigned.

**TYPICAL WORK ACTIVITIES**

Coordinates the activities of appraisers, title searchers, and negotiators in connection with the acquisition and disposition of property; reviews and analyzes appraisals to establish acquisition prices;

Establishes and recommends re-use values and sales prices for properties and land acquired; schedules acquisition and disposition activities to provide for orderly redevelopment of project areas;

Consults with negotiators and Department of Law for adjustment of acquisition prices and for the institution of condemnation proceedings;

Represents the department in negotiations in connection with all real estate functions to obtain required concurrence and to ensure conformance with requirements where applicable to properties;

Prepares metes, bounds descriptions, and all other necessary legal documents to make the sale of city-owned real property, which has been authorized to be sold by the Common Council;

Searches public records in to determine ownership and property status;

Takes preparatory steps in regard to auction sales in City and County In Rem proceedings to determine the City's interest in the property and the value thereof for bidding purposes;

Attends the auction sales and submits bids on properties on behalf of the City to protect the City's interests;

Prepares, metes and bounds descriptions and deeds of the properties sold at public auction in In Rem proceedings instituted by the City;

Examines titles to real property, searches and analyzes public records in regard to Bankruptcy Court proceedings and other court proceedings;

Serves as a real estate consultant and advisor to the attorneys involved in proceedings and legal actions relative to the acquisition and disposition of real property by the City;  
Prepares and submits reports, analyses and recommendations in the acquisition and disposition of real property;  
Performs related duties as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the principles, practices, and theory of real property valuation and assessment;  
Thorough knowledge of real estate transactions including leases and mortgages;  
Thorough knowledge of legal requirements involved in the acquisition and disposition of property;  
Good knowledge of real estate management;  
Ability to understand and interpret written material;  
Ability to establish effective working relationships with others;  
Physical conditions commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**

A) Bachelor's Degree from an accredited college or university and three years of full-time experience in the appraisal and negotiation for the purchase and sale of real property;

OR

B) Associate's Degree from an accredited college or university and five years of full-time experience in the appraisal and negotiation for the purchase and sale of real property;

OR

C) Graduation from High School, GED, or Equivalency Diploma and seven years of full-time experience in the appraisal and negotiation for the purchase and sale of real property;

OR

D) Graduation from High School, GED, or Equivalency Diploma and possession of a Real Estate Broker's License, which must be presented at time of filing application.

OR

E) An equivalent combination of the foregoing as defined within the limits of A thru D.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting the full-time experience requirement.  
(Proof of education must be presented at time of appointment.)

All applicants must submit their resumes and specifically detail all experience in writing. This paperwork is to be submitted to **Director Christie Nelson, Division of Real Estate, 901 City Hall, Buffalo, NY 14202** by Wednesday, September 20, 2017.