

# Township of Langley

<b>Job Title:</b>	Property Negotiator
<b>Competition Number:</b>	24-U102
<b>Employment Type:</b>	Regular Full-Time
<b>Pay Rate:</b>	\$46.07 - \$54.44 per hour (five steps, 2024 rates) plus benefits
<b>Hours of Work:</b>	Monday to Friday, 8 hours per day (based on 40 hours per week)
<b>Competition Opening Date:</b>	June 19, 2024
<b>Competition Internal Closing Date:</b>	June 27, 2024
<b>Competition External Closing Date:</b>	July 3, 2024

## Job Overview

The Township of Langley is recruiting for a regular full-time **Property Negotiator** to join our team of professionals in the Bylaw, Legal, and Strategic Implementation Division, Property Services Department. Reporting to the Manager, Property Services in this unionized position, you will be responsible for assisting in coordinating land development projects, negotiating and processing moderate to complex property requirements, providing assistance to other Property Services staff engaged in more routine functions and the preparation of Council and other valuation reports for the Manager of Property Services.

## Responsibilities

- Inspect and evaluate real property for the purpose of acquisition, expropriation, exchange, sale, lease and/or rental
- Assist with the coordination of land development projects and liaise with internal and external contacts
- Review appraisal reports, planning studies and other market studies related to the acquisition or disposal of property
- Review interim and other legal agreements pertaining to the acquisition or disposal of property to ensure completeness, accuracy and protection of municipal interests
- Perform other related duties as required

## Qualifications

- Completion of Grade 12 and completion of a recognized real estate appraisal or property management program. A minimum of three (3) years property negotiation experience and/or two (2) to four (4) years experience in other areas of property management/real estate appraisal.
- Sound knowledge of the expropriation process and procedures
- Sound knowledge of the land title requirements with respect to registration of various property transactions
- Working knowledge of the rules, regulations and practices related to subdivision control, zoning, development and other legislation and by-laws affecting real property
- Ability to meet, communicate and maintain effective working relationships with realtors, property owners, appraisers, property consultants, governmental representatives and other members of the general public
- Ability to prepare correspondence related to the work, including valuation, negotiation and Council reports
- Ability to gather and prepare market information and analyze statistical information and trends
- Ability to review legal documents and agreements to protect Township interests
- Ability to maintain related information, records and data and skill in the use of software programs

## Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.
- Accredited Appraiser Canadian Institute (AACI), or Real Estate Institute of B.C. (RI)

**Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.**

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*