

Clarington

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The Corporation of the Municipality of Clarington Legislative Services Department requires a Real Estate Manager

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

The Legislative Services Department encompasses a range of subject matter areas, including real estate, legal, human resources, municipal law enforcement and the Clerk's Division in a dynamic and growing municipality in both size and sophistication. Working as part of a group of dedicated, collaborative, and supportive people, this is your time to join this expanding team and use your drive and initiative to do meaningful work.

In this new position with the municipality and reporting to the Associate Solicitor, the Real Estate Manager will make a significant contribution to developing and growing the real estate portfolio by providing organization-wide real estate services to client departments, senior staff and Council.

This position will provide support to all levels of the organization and play a key corporate role that centralizes portfolio management, negotiations, appraisals, due diligence, and daily real estate tasks, thus reducing risks, and overall management costs.

This will include but not be limited to managing and maintaining an up-to-date, comprehensive portfolio of municipal holdings, chairing an interdepartmental land management team, negotiating for all types of real property interests, retaining and managing appraisers, surveyors and other third party consultants, managing the expropriation process, identifying and recommending the sale of surplus assets, strategic land management, and providing professional real estate advice and opinions to client departments, senior staff and Council. This position may require off-site travel to view properties or to negotiate real property interests in-person.

Responsibilities

The responsibilities and duties of this position may include but not be limited to:

- Lead the process for the negotiation of terms and conditions of real property acquisitions, dispositions, leases, easements and other interests in real property.
- Draft agreements of purchase and sale, leases, licenses etc. for review by the Deputy CAO/Solicitor.
- Develop and maintain an up-to-date inventory of all municipal assets, including an inventory of surplus assets and a strategy for the disposition of same.
- Prepare reports to Council and standing committees.
- Attend Council and other meetings as required to provide recommendations and respond to questions, as well as to present reports or other information.
- Develop corporate policy and procedures with respect to the acquisition and disposition of real property.
- Retain and manage outside consultants and various other real estate related companies in the delivery of various corporate real estate functions, including appraisers, environmental consultants, surveyors and others as required.
- Manage the due diligence and environmental audit process prior to the disposition and acquisition of real property.
- Provide internal real property valuations.
- Make recommendations to senior staff on real property matters such as valuations, dispositions and acquisitions.
- Manage the Expropriation Process.
- Manage municipal properties and tenant/municipality relationships.
- Create and chair an interdepartmental Real Property Committee and lead strategic planning for the Municipality's land holdings.
- Respond to enquiries from and liaise with the public.
- Undertake special projects and perform other related duties as assigned in accordance with departmental and corporate objectives.

Qualifications

The successful candidate will possess:

- University undergraduate degree or diploma in a related discipline, or equivalent combination of education and experience to the satisfaction of the Deputy CAO/Solicitor.

- Current designation with the Appraisal Institute of Canada (AIC) would be an asset.
- Minimum 5 years of demonstrated and progressive real estate experience, either in a management, appraisal or land development role.
- Certification or completion of real estate courses with the Appraisal Institute of Canada would be an asset.
- Knowledge and experience with complex land negotiations.
- Experience of land management in a municipal or public sector setting, including familiarity with report writing and policy creation and compliance, would be an asset.
- Familiarity with theories and principles of real property and corporate real estate management.
- Awareness of land use, zoning, land development, community impact, environmental assessment, expropriation as they impact value.
- Exposure to real estate, valuation and negotiations, including an understanding of the Expropriations Act.
- Ability to deal effectively and collaboratively with elected officials, businesses and community stakeholders, management, peers and the general public.
- Excellent administrative, research, problem solving, communication, negotiation, presentation, analytical, writing, legal drafting and organizational skills.
- Must be able to effectively handle highly confidential information in an appropriate manner, to protect the interests of the Municipality.
- Superior interpersonal and leadership skills and ability to communicate clearly and effectively (both orally and in writing), demonstrating a sound ability to provide advice and direction to members of Council, Municipal staff, external agencies, and other interested parties.
- Established skills and experience in Microsoft Office and relevant software applications.
- The ability to attend evening Council/Committee and other meetings as required.
- Must be legally able to work in Canada.

What we offer you

We offer the following for this position:

- Salary: \$118,435 to \$143,959, Grade 9 of the 2024 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- Proof of a valid Ontario Driver's Licence and current Driver's Abstract
- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. The deadline to apply is **July 22, 2024 at 11:59 p.m.**

This job competition number is **File # 66-24**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.