

Manager, Real Estate (Exempt)

Job Requisition	JR-2024-270 Manager, Real Estate (Exempt) (Open)
Job Family	Management
Start Date	2024-10-22
End Date	2024-11-22
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Manager--Real-Estate-Exempt-JR-2024-270
Description	Closing Date: Nov 22, 2024

Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$99,151.27 - \$116,648.55

Reporting to the Director, Corporate Administration, the incumbent is responsible for the management and development of the City's real estate assets, and acquisition of property and rights of way related to City projects. The incumbent provides professional real estate advice to City Council, senior administration, other City divisions and outside agencies. He/she relies on a commitment to professional appraisal principles, a good knowledge of real estate values and trends, real estate contract experience, the Local Government Act, the Community Charter, the Land Title Act, the Land Registry Act and City bylaws and policies.

Duties Include:

- Manages the City's real estate holdings in a manner that provides the greatest overall benefit to the City and is consistent with changing political and economic objectives.
- Formulates recommendations regarding the sale, purchase and lease of properties.
- Prepares reports and provides technical and professional advice.
- Selects and manages consulting services in conjunction with various projects (e.g. property appraisers and planners).
- Ensures that the City's land management legislation, policies, and procedures are regularly updated and revised in accordance with changes in senior government legislation, City Council policy, and external economic factors.
- Negotiates purchase and sale of properties required for City needs at the direction of Council.
- Negotiates acquisition of property interests required for City projects (e.g. utilities, roads, parks, and trails).
- Manages leases of City-owned airport, residential and commercial properties and licenses of roads and lands as appropriate and advises appropriate agencies of such tenancies.
- Attends to payments of real estate related invoices and works with the Finance and Corporate Administration Divisions for property maintenance, legal fees and land title documents.
- Maintains an inventory of City-owned properties, including information on leased and licensed properties.
- Protects and improves the City's image by resolving complaints and promoting good public relations.
- Maintains appropriate contacts with other government agencies and associations, liaises with other City divisions, and acts as a Project Manager when required.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing

emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Diploma in Business, Real Estate and/or Urban Land Economics.
- Eligibility for membership in the Real Estate Institute of BC.
- A minimum of 5 years in the real estate industry, land development industry, or government lands ministry/agency/department.
- Valid BC Driver's License – Class 5

Required Knowledge, Skills and Abilities:

- Competent in leasing and licensing of real property.
- Thorough knowledge of the requirements and procedures of the Land Title System and regulatory acts related to land use.
- Understanding and demonstrated familiarity in the interpretation of legal surveys.
- Proficiency in handling of real property transactions, land related information systems and multiple listing service sales data.
- Ability to manage land-related projects.
- Ability to communicate effectively orally and in writing.
- Knowledge of general office practices and procedures.
- Proficiency in Microsoft Word, Excel, PowerPoint and email software.
- Considerable diplomacy and exceptional interpersonal skills.
- Flexible and able to prioritize work in a fast-paced environment, working to deadlines.

Preferred Education and Experience:

- Degree in Business, Real Estate, or Urban Land Economics.
- Previous experience in a local government setting.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	City Hall Building
Time Type	Full time
Locations	
Supervisory Organization	Corporate Administration