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## REAL PROPERTY COORDINATOR

### **DEFINITION**

Under general supervision, provides technical and administrative support to the real property program including programmatic duties to ensure best practices; conducts conservation easement monitoring and reporting; researches property information in support of acquisition opportunities; organizes and maintains accurate property records; assists with grant applications; manages less complex property projects including leasing, easements, and fee transactions; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Real Property Program Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a single position classification that provides real property administrative and technical support for real property programs. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgement, knowledge of departmental and Authority activities, and extensive staff, public, and organizational contact.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.*

- Performs administrative work in real property administration and reporting, including performing programmatic duties to ensure best practices, conducting conservation easement monitoring, and researching property information in support of real property opportunities.
- Files transactional documents in accordance with the Land Trust Alliance (LTA) and the Authority's record retention policies; prepares memos in summary of actions taken and records encumbrances, leases, management agreements, contact information for relative parties, and terms of agreements including lease expirations; maintains acquisition database with acreages acquired by preserve and type of property.
- Assists in performing due diligence investigations including reviewing titles, verifying legal descriptions, tracking down property documentation, and researching property information with relevant jurisdiction's planning authorities; commissions and/or reviews appraisals, obtains surveys, coordinates site investigations, and prepares for site visits with the field operations and geographic information systems (GIS) team to identify and coordinate data collection.
- Processes purchase orders and invoices and coordinates with fiscal services for deposits and purchase funds.
- Drafts transaction documents such as Letters of Intent, escrow instructions, and in conjunction with

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- Legal will draft purchase and sale agreements; coordinates with escrow officer and prepares for close of escrow by reviewing and completing closing documents, coordinating signatures, and delivery of documents.
- Conducts real property market research including collecting and compiling data on recent comparable sales, changes in ownership, conservation values, zoning, development potential, property history, and planning documentation; summarizes information and prepares property maps for board reports, grant applications, presentations and other internal or external meetings.
  - Fields new property inquiries and tracks listings to screen for priority properties for conservation; evaluates and identifies properties the Authority may want to pursue for conservation in coordination with the Real Property Program team.
  - Integrates new property acquisitions into the Authority operations; coordinates with GIS to keep property data updated; shares property information with field operations and natural resources; and coordinates with administration for property tax and insurance purposes.
  - Tracks proposed developments and land use changes such as zoning and general plan amendments that may threaten priority properties for protection and/or negatively impact Authority preserves; gathers information on development proposals that may impact Authority property interests and alerts applicable Authority staff and/or management.
  - Provides technical support to Authority staff regarding preserves and conservation easements; research issues related to property boundaries, restrictions, easements, and access; responds to general inquiries from the public about Authority properties and directs them to the appropriate department; handles appraiser requests for property comparisons.
  - Assists in implementation of the Santa Clara Valley Agricultural Plan and the Authority mission to protect agriculture including assisting with agricultural conservation easements and leases; works with field operations, natural resources, and planning to develop farm management plans; remains current with best and sustainable practices for agricultural operations and innovative conservation financing tools and policy.
  - Prepares notices and questionnaires for conservation easement monitoring; schedules visits and conducts monitoring; prepares reports and assists in preparation of baseline documentation reporting.
  - Provides general administrative support to real property programs including records and database management, responding to phone or email inquiries, maintaining calendar of program milestones, and drafting routine correspondence.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of real estate including land use and planning, environmental laws and policy, and zoning and general plans.
- Principles and practices of open space, parks, conservation planning, environmental science, and real estate including conservation easements, covenants, deed restrictions, bargain sales, and donations.
- Basic principles of agricultural operations, needs, and leases.
- Procedures and instruments of real estate law and property rights transactions including due diligence and Land Trust Alliance Standards and Practices.
- Project and/or program management, analytical processes, and report preparation techniques.

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- Research and reporting methods, techniques, and procedures.
- Project tracking and monitoring.
- Principles and practices of geographic information systems (GIS).
- Principles and practices of record keeping and reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Plan, organize, and carry out assignments from supervisor and management staff with minimal direction.
- Perform responsible clerical support work with accuracy and speed requiring the use of tact and discretion.
- Interpret, summarize, and present administrative and technical information and data in an effective manner.
- Collect field data, perform spatial analysis, and create maps in geographic information systems (GIS), using ESRI products.
- Read and understand maps, surveys, legal descriptions, and property encumbrances.
- Learn and understand the organization and operation of the Authority, and its various departments and outside agencies as necessary to complete assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate arithmetic, financial and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the Authority in meetings with community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment, within general policy, procedural, and legal guidelines.
- Maintain confidentiality within the constraints of the Public Records Act.

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- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to at least two (2) years of college-level coursework focused on real estate, real estate law, business, environmental science, conservation planning, natural resource management, planning, and/or public administration including and two (2) years progressively responsible experience in real estate that includes experience with GIS systems and significant public contact, preferably with a public agency or land trust.

## **Licenses and Certifications:**

- Possession of a valid California Class C Driver's License with satisfactory driving record and automobile insurance.

## **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, steep and rugged terrain, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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