

SENIOR LAND MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides technical advice and guidance to the Commissioner of Buildings and Grounds in matters of County land acquisition, use, development and sale. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment. An employee in this class will not normally supervise the work of others; however, he/ she would be responsible for organizing and coordinating the activities of those assigned to repair and clean up of County owned and leased property. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Manages all properties owned and leased by the County, including but not limited to: maintaining and updating reports on the condition of properties, photographing damage to properties and monitoring office space usage in buildings;

Locates suitable lease property and negotiates/ renegotiates with landlords for office space and lease renewals;

Searches for available land suitable for specific purposes such as recreational use, building sites, parking lots, etc.;

Conducts research for land title and property lines;

Creates computerized scale drawings to accurately establish office square footage and furniture placement;

Contacts landlords when problems arise at leased locations in order to advise of the problem and obtain agreement on resolution;

Responds to property violation notices issued by towns regarding tax delinquent properties and negotiates with towns to share the burden in the demolition and removal of buildings on tax parcels when they are deemed unsafe;

Organizes work crews to board up buildings and clean up properties that are in violation;

Handles complaints received by the Treasurer's Office, including but not limited to: photographing and inspecting tax parcels when a potential liability is reported;

Receives and responds to inquiries and complaints from the general public regarding the use or acquisition of land by the County and attempts to resolve such complaints amicably;

Makes on-site appraisals of tax properties when sales are pending;

Organizes and coordinates all office relocations and works closely with County employees and moving companies to accomplish the move with the least amount of disruption;

Prepares and submits detailed building maintenance and operation expense reports with the Unified Court System for reimbursement;

Manages County parking lots, including but not limited to: coordinating and distributing parking permits to affected employees on a semi-annual basis, updating and maintaining an employee checklist and handling parking problems as they occur;

Coordinates and manages the recycling program in all County buildings;

Responds to intrusion alarms at County buildings after hours;

Serves as liaison for the County when managing the Petroleum Bulk Storage Program (County owned fuel oil tanks) with the New York State Department of Conservation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods and terminology of real property appraisal as the apply to potential use, development and financial considerations; good knowledge of laws, ordinances, zoning regulations and procedures governing real property acquisition, use and sale; good knowledge of real estate title work; ability to make accurate appraisals of real property and to evaluate the potential use and liability which ownership presents; ability to organize and coordinate the activities of others; ability to express oneself clearly; ability to prepare and maintain concise financial and written reports and records; ability to become proficient with computerized programs utilized to create scale drawings; ability to serve on an on call basis; tact and courtesy; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two (2) years of full-time paid, or its' part-time equivalent, experience in real property appraisal or a closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college with an associate's degree and four (4) years of full-time paid, or its' part-time equivalent, experience in real property appraisal or a closely related field; **OR**
- C. Possession of thirty (30) semester credit hours from a regionally accredited or New York State registered college or university and five (5) years of full-time paid, or its' part-time equivalent, experience in real property appraisal or a closely related field; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY
6255 SR LND MGR
Classification; Competitive
Grade: 15

Adopted: November 4, 1998

