

## **LAND ACQUISITION & MANAGEMENT DIRECTOR**

### CODES/PAY RANGE

Class Code:3700

EEO Code: A

Pay Range: C

### MAJOR FUNCTION

Highly responsible professional work over seeing land acquisition, land management and Volusia Forever activities.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for all land acquisition for County projects. Responsible for managing all County owned land. Responsible for all grant programs which involve acquiring and managing and maximizing the funds available in Preservation 2000, Florida Forever, Conservation and Recreation Land Program, Save our Coast, Environmentally Endangered Land Program and applicable federal programs to increase the number of finalized land acquisition projects.

Oversees the acquisition, administration, surveying and disposition of lands, title to which is or will be vested in the County of Volusia. Responsible for all land management planning and implementation.

Administers and directs all real estate activities and functions, including disposition and acquisition of land, leases, and maintains County land inventories. Prepares and presents real estate transactions. Reviews all documents and transactions prior to the County Attorney.

Responsible for the Volusia Forever program which works with an advisory board in the ranking and selection of land that have cultural and historical value. Oversees the monies collected, tracks the funds and tracks the grant process for funding.

Coordinates and oversees activities of subordinate organizations including budget preparation, service levels, missions, goals and objectives, personnel and operations.

Serves on management team to assist and advise department director in developing short-term and long-term goals and objectives.

Performs related duties as assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of property values in the County and surveying practices. Knowledge of appraisal methods and practices. Knowledge of real estate title search, verification and valuation work. Knowledge of real property contracts and leases. Knowledge of requirements of forms, content and recording necessary to validate documents involved in real estate transactions. Knowledge of the principles, practices and techniques of management and public administration. Knowledge of effective supervisory practices and procedures. Knowledge of County codes, ordinances and administrative policies. Knowledge of land acquisition and management. Knowledge of Volusia Forever program and funding.

Ability to understand technical documents relating to property. Ability to read technical location plans and property descriptions. Ability to supervise record maintenance and to prepare and submit reports. Ability to prepare property descriptions and property conveyance documents. Ability to analyze and interpret fiscal data and prepare appropriate statements and reports. Ability to identify and meet goals and objectives. Ability to supervise and manage subordinate employees, consultants, and advisors. Ability to prepare accurate analysis, reports and recommendations. Ability to establish and maintain effective working relationships with officials, citizens, the media, consultants, employees, etc. Ability to effectively communicate both orally and in writing. Ability to exercise good judgement and initiative in the development and implementation of plans and procedures and in participation in the formulation of policy.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Finance or related field, and five (5) years progressively responsible administrative and management experience preferably in land management and acquisition and/or real estate/ real property management.

A comparable amount of education, training or experience may substitute for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

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