



CITY OF
PRINCE GEORGE

ROLE DESCRIPTION

JOB TITLE: MANAGER, LAND ADMINISTRATION

DIVISION: LAND ADMINISTRATION

DEPARTMENT: PLANNING & DEVELOPMENT

SCHEDULE: EXEMPT

GENERAL ACCOUNTABILITY:

The Manager, Land Administration is responsible for efficient and effective administration of the City's real estate function and property negotiation services, which includes the leasing, acquisition and disposition of properties, and site improvements. This position provides professional advice to senior management regarding conduct of all negotiations associated with the acquisition and disposal of such lands. In addition, the Manager is responsible for developing, recommending, and implementing management policies for City lands, and for carrying out other special projects as assigned.

ORGANIZATION STRUCTURE:

This position is one of the five positions reporting directly to the Director, Planning & Development. Reporting directly to this position is the Land Administration Coordinator.

NATURE AND SCOPE:

The Manager is responsible for carrying out the Division mandate by making effective use of internal and external resources such as appraisers, solicitors, real estate agents, and other consultants. The Manager is responsible for ensuring the City's land acquisition, disposal and management activities are carried out in a cost-effective manner while at the same time, adhering to the need for transparency and accountability. The incumbent is responsible for remaining current on provincial and federal legislation and regulations regarding real estate issues and taking action to ensure City compliance. The Manager will assist internal departments to manage their land matters, where required.

The Manager will oversee the completion and maintenance of the City's Land Inventory System and will ensure that the Land Inventory System is kept up to date. This will include an inventory of all City lands and premises, and leases of lands and premises.

The Manager will initiate an interdepartmental process to identify those properties in the City's inventory that are surplus to City needs. The Manager will be responsible for the management of properties that are surplus to the needs of internal departments. As the Manager oversees the acquisition and disposal of all land interests on behalf of the City, the Manager will therefore be required to maintain a close liaison with internal departments.

The Manager will be responsible for the management of short- and long-term leases of City owned properties, including monitoring and timely renegotiation of leases. The Manager will be responsible for negotiating leases of property to be used by City departments or agencies.

The management of building maintenance and operations will remain the responsibility of the Facilities Maintenance Division, with the Manager, Land Administration being responsible for any activities relating to the sale or lease of premises.

The Manager will liaise with all City departments to identify future land requirements (land required for rights-of-way or easements for utility and transportation projects, land required for major civic facilities, land required for future development, and improved properties).

Strategies for the acquisition of required lands will be recommended to senior management, through the Director, and when approved, the Manager will be responsible for the implementation of the strategies in a timely and cost-effective manner, including conducting negotiations for the purchase of the land.

The Manager will be responsible for preparation of the Division's annual budget and approval of expenditures.

The Manager will be responsible for managing the sale of City property, in accordance with the City's policies and procedures and the provisions of the *Community Charter*. The Manager develops program initiatives concerning issues regarding the Land Administration Division and makes recommendations to the Director.

The incumbent prepares a variety of reports on divisional activities and initiatives and is required, from time to time, to make presentations to Council or at other public/community forums. The Manager develops, documents, reviews, and maintains relevant policies and procedures. As required, the incumbent drafts or revises bylaws applicable to divisional operations.

The preparation of recommendations to Council with respect to the selling price of City properties is a key responsibility. The Manager will be expected to facilitate land sales working closely with appraisers and other Divisions, when applicable, to identify cost factors which are relevant to land matters. The Manager will be responsible for the negotiation of selling prices with prospective purchasers.

City departments have a need to acquire land or premises will look to the Manager for professional advice on their property requirements, for cost-effective and timely acquisition (once approval to proceed has been obtained).

The Manager provides leadership to employees and provides direction on priorities. The incumbent coaches and mentors staff, appraises employee performance and, when required, initiates, and implements progressive discipline procedures. The Manager is responsible for hiring, ensuring that every new employee receives an orientation, identifying and implementing staff training and development needs, monitoring, and following up on employee absences, and ensuring job descriptions are kept current and updated when appropriate. The incumbent

oversees the coordination of resources between the Division, other City divisions and departments, and a variety of external agencies.

The Manager is responsible for ensuring that the division operates in accordance with the policies established by the City. The Manager is responsible for identifying, developing, and ensuring the implementation of improved workplace practices and procedures. They ensure that existing policies and procedures related to the operation are clearly identified, documented, communicated to staff, and consistently applied.

CONTACTS:

The Manager has considerable involvement with all levels of management and staff, and routinely deals with confidential material and sensitive issues. The Manager acts as a representative of the City with other levels of government. They frequently interact with various agencies, external service providers and members of the general public.

QUALIFICATIONS:

Education: Completion of a bachelor's degree in a related field. AACI Designation – Appraisal Institute of Canada, or R.I. (B.C.) Designation – Real Estate Institute of British Columbia, is desirable.

Experience: A minimum of 5 years' related experience in property appraisals, negotiation, administration, property management and building maintenance, preferably in a municipal or government setting. Exceptional negotiation skills and a solid background in real estate analysis, leasehold administration, and property management systems.

Critical Attributes include:

- Demonstrated proficiency in each of the City's leadership competencies: Innovation, Strategy, Persuasion, Communications, Delegation, Achievement, Cooperation and Empathy.
- Considerable knowledge of the laws, policies, procedures, best practices and trends related to real estate, leasehold administration and property management.
- Sound understanding and ability to remain current on provincial and federal legislation and regulations regarding real estate issues and ensuring City compliance.
- Skill in establishing and maintaining superior working relationships with a wide range of internal and external clients.
- Ethical, transparent, and accountable in decision making.
- The ability to openly and respectfully communicate in a way that promotes understanding in both verbal and written form.
- Excellent interpersonal skills to deal tactfully with staff, the public; proven ability to exercise sound judgment and discretion and work well in a team environment.
- Demonstrated commitment to quality service with a strong customer orientation.
- Excellent negotiation skills.
- Strong attention to detail.
- Sound problem solving and decision-making abilities.
- Well-developed research and analytical skills.
- Strong supervisory skills and the ability to train, lead and evaluate staff.

- Skilled in developing, reviewing, and documenting work processes.
- Ability to handle multiple tasks, a demanding workload, and effectively meet deadlines.
- Proficiency with Microsoft Office software applications.
- Discretion in handling confidential matters with tact and diplomacy.

Valid BC Drivers license: Yes – Valid BC driver’s license, full-privilege class 5.

Vehicle Usage: Yes

Police Information Check: No

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Created by: D. Wasnik, S. Young