

REAL ESTATE CONTRACT ANALYST**NATURE OF WORK**

This is highly responsible work in the review, analysis and formulation of real estate contractual agreements.

An employee in a position allocated to this class is responsible for ensuring the County's real estate contractual procedures (administrative, management, operational and informational systems) are functioning in accordance with current federal, State and County laws and regulations. Work involves the writing, review and analysis of real estate agreements. Work includes monitoring administration and management of contractual policies and procedures to ensure compliance. Work is performed under general supervision and considerable independent judgement, discretion and initiative is exercised. Work is reviewed by observation of results obtained and by periodic written reports.

EXAMPLES OF WORK

Conducts research into standard real estate and agreement practices.

Interprets administrative policy and prepares administrative, operational and contract procedure manuals.

Compiles and assembles reports received from other County agencies regarding status of contracts and projects in progress.

Develops standard forms and terms for daily operations, agreements and reports.

Prepares reports that summarize the on-going obligations as a result of real estate agreements.

Develops tracking methods of contractual requirements.

Drafts real estate agreements and other documents, reviews agreements and other documents that are prepared by Real Estate Specialists and offers technical assistance.

Reviews, analyzes and evaluates financial implications and risk associated with terms and conditions of real estate and property management agreements.

Participates in negotiations and documents terms of agreements.

Reviews, analyzes and interprets contractual terms and conditions.

Prepares service agreements with municipalities and other agencies.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, State and local laws pertaining to real estate contracts and contract compliance.

Thorough knowledge of the principles and practices of public/governmental contract administration and management.

Considerable knowledge of purchasing theory and practice.

Considerable knowledge of the functions, organization and administration of governmental organizations.

Knowledge of bookkeeping and accounting principles and practices.

Ability to communicate persuasively and effectively.

Ability to present ideas and findings clearly and concisely, orally and in writing.

REAL ESTATE CONTRACT ANALYST - CONT'D**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Business or Public Administration, or related field; three (3) years responsible experience in contract administration; or any equivalent combination of related training and experience.

08/2001