



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: PROPERTY ADMINISTRATOR **SCHEDULE:** B
DIVISION: REAL ESTATE SERVICES **PAYGRADE:** 13
DEPARTMENT: PLANNING & DEVELOPMENT

JOB SUMMARY:

The incumbent is involved in administering land sales, land inventory and property leasing. Responsibilities include performing research and analysis, processing and administering a variety of agreements, maintaining records, processing funds and payments, drafting and completing a broad range of legal documents, filing Land Title documents for the City and liaising with clients. The incumbent is also involved in managing the leases of City-owned facilities. Considerable independent judgment and initiative are required in determining priorities and interpreting the needs of both internal and external clients. Performs related duties.

MAJOR RESPONSIBILITIES:

Under general supervision of the Supervisor, Real Estate Services:

Assists with land sales by:

- drafting and modifying conveyance documents, purchase/sales agreements, licenses to occupy, rights of ways, restrictive covenants, and other documents required to complete the sale of City properties;
- collecting and processing sale proceeds, taxes and fees;
- monitoring sales agreements to ensure compliance with the terms and conditions of sale;
- initiating the internal circulation process to determine if a property can be declared surplus, and researching and compiling information required to support this process;
- researching files, databases and historical records for major projects, initiatives and general inquiries;
- creating and compiling all necessary documentation and associated correspondence relative to the legal conveyance of interests and letters of authorization relating to the use of City land;
- conducting Land Title and corporate searches;
- submitting the Land Title Survey Authority on-line filing; and
- liaising with legal council for conveyancing.

Administers leases by:

- drafting lease documents;
- monitoring and administering lease agreements and lease programs, and following up on any required actions;
- communicating the terms and conditions of leases with nonprofit tenants;

- researching all documentation and correspondence relative to amendments, assignments, lease to purchase, reserves, subleasing, renewals and rental reviews, and requesting land inspection reports relative to these transactions;
- entering data and maintaining the inventory system of City-owned properties;
- invoicing and reconciling Accounts Receivable; and
- assisting with year end accounting.

Provides administrative support to the division by:

- developing and maintaining records pertaining to land sales;
- updating the database and generating reports from the inventory system;
- monitoring land and capital accounts;
- answering public inquires;
- processing accounts receivable and payable;
- preparing cheque requisitions, journal vouchers and adjusting entries; maintaining a variety of records; and
- preparing internal/external referrals.

QUALIFICATIONS:

Education: Completion of Grade 12. Completion of a post-secondary Legal Assistant certificate program, along with completion of at least one post-secondary accounting course. Completion of one of the following: (1) completion of the first two years of the RIBC designation; OR (2) completion of at least three post-secondary courses in business law, real estate law, contract law and/or appraisal.

Experience: A minimum of three years of directly related experience.

Knowledge and Skills: Considerable knowledge of the procedures, forms, documents, and legal terminology related to the rights and interests of land, including on-line Land Title Office registrations. Working knowledge of real estate, property, contract and/or administrative law. Thorough knowledge of administrative practices and accounting principles. The ability to communicate the terms and conditions of leases. The ability to draft, read, edit and proofread a wide variety of legal clauses and legal documents. The ability to prepare sale, lease and purchase agreements and land conveyance documents. The ability to read and interpret legal plans and resource maps. The ability to accurately prepare and review various transactions. The ability to calculate payment schedules and partial tax notices. The ability to enter data with speed and accuracy. The ability to perform research. Sound problem solving and decision-making abilities. Discretion in handling confidential matters. Demonstrated initiative and the ability to function in an independent manner. Excellent organizational and time management skills. The ability to handle multiple tasks and projects, and effectively meet deadlines. Strong customer service orientation. The ability to function within, and contribute to, a collaborative team environment. The ability to keep abreast of a changing work environment. The ability to openly and respectfully communicate in a way that promotes understanding in both verbal and written form. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Considerable skill with word processing and spreadsheets packages, as well as other software programs related to the work.

The ability to make repetitive numerical calculations with speed and accuracy, and to control and balance various records and summaries. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes. BC Driver's License, full privilege Class 5.
Vehicle Usage: No.
Police Information Check: Yes.

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