

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Real Estate Leasing & Planning

COUNTY OF EMPLOYMENT
Franklin

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Program Administrator 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential

Overtime: ☐ Eligible ☒ Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type
Administrative

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m.

Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Acts for Real Estate Administrator in coordinating all appraisal activities for Real Estate's customer agencies, boards, commissions, colleges & universities, formulating & implementing Real Estate Appraisal & Tax Exemption Program procedures & policies: plans, writes & implements section goals related to Real Estate Appraisal & Tax Exemption Program; conducts appraisal evaluation for DAS & customer entities; reviews & evaluates appraisal activities conducted by outside appraisal firms for boards, commissions, colleges, universities & state agencies to assure that such work complies with state and federal regulations & procedures; analyzes & evaluates real estate data (e.g., comparable properties for cost estimates, statistical data related to real estate market factors and conditions, etc.); establishes market value of real estate being acquired or sold by state & issues market opinion letters; serves as liaison between customer entities & independent appraisal firms; serves as Tax Exemption Expert for Real Estate; processes real estate tax exemptions for properties sold through & under jurisdiction of DAS; provides input & guidance on administrative decisions; attends & provides expert testimony at controlling board & legislative sessions.	Knowledge of (1) real estate drawings (e.g., plat/tax maps, blueprints); (2) commercial real estate (e.g., sales, property management, acquisition, appraisal/title review); (3) human relations; (4) real estate practices, procedures & law; (5) agencies policies & procedures;* (6) government structure & process;* (7) business administration (e.g., structure of organization). Skill in (8) use of a personal computer & associated hardware/software (e.g., MS Word, Excel, Microsoft Office Outlook *); (9) mathematical calculations (e.g., fractions, decimals, percentages). Ability to (10) define problems, collect data, establish facts & define valid conclusions; (11) maintain accurate records; (12) originate real estate documents & correspondence to complete transactions; (13) prepare meaningful, concise & accurate reports; (14) proof-read technical materials, recognize errors & make corrections; (15) handle routine & sensitive telephone inquiries from officials & general public; (16) cooperate with co-workers on group projects; (17) prioritize projects, multi-tasks & manage time; (18) initiate projects without direct supervision.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/5/14

POSITION NUMBER
20074846

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

Apd 6.6.14 (ce)

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25	Performs various administrative support duties: handles customer inquiries pertaining to state-owned property; prepares correspondence regarding appraisal issues; maintains appraisal records; establishes & maintains reporting mechanism for assigned area of responsibility; prepares reports as needed by administrator; other duties as assigned.	Knowledge of 3, 4, 5*, 6* Skill in 8 Ability to 10, 13, 14, 15, 17

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Apd 6-6-14(cc)