

## CITY OF HAMILTON

### PLANNING & DEVELOPMENT DEPARTMENT (DEVELOPMENT & REAL ESTATE DIVISION- LOCATION – 71 MAIN ST. W.)

#### APPRAISER CO-ORDINATOR – CUPE 5167

#### SUMMARY OF DUTIES

Report to Manager, Real Estate & Property Management. Appraise and prepare written reports of market value for the acquisition, disposal and lease of complex, high value and politically sensitive City properties.

#### GENERAL DUTIES

Appraise and prepare reports of market value for the acquisition, disposal and lease of complex, high value and politically sensitive City properties.

Negotiate the acquisition, disposal and lease of high profile or complex properties.

Negotiates conditions of purchase; recommends, prepares and finalizes offers, agreements or settlements in conjunction with the Legal Services Division.

Liaises with owners and agents.

Reviews appraisal reports prepared in-house, by independent consultants or expropriation claimants. Advises solicitors on strengths and weaknesses of written appraisals retained by claimants pursuant to The Expropriations Act.

Evaluates, selects and monitors independent consultants.

Approves fees of independent fee appraisers for payment.

Conducts cost-benefit analyses and economic feasibility studies on the impact on market values on major municipal projects.

Instructs and provides guidance to staff on valuation issues.

Attends City Standing Committees to explain valuation issues as requested.

Attends Board of Negotiations in accordance with The Expropriations Act.

Provides valuation evidence for Boards/Tribunals as requested.

Prepares detailed reports with recommendations to City Clerk, Standing Committees and Councils.

Writes reports, composes correspondence; compiles records and statistics and analyzes statistics.

Directs staff in the Real Estate Section and delegates work to staff conducting appraisals as required.

Instructs and provides guidance to staff on policy, valuation issues, negotiation principles and tactics.

Attends public meetings to explain valuation issues.

Receives and answers inquiries from public, lawyers, real estate companies, other departments and elected officials.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Membership in the Appraisal Institute of Canada with Accredited Appraiser Canadian Institute designation.
2. Several years diversified experience in real estate appraisal, acquisition and management of real estate as well as experience in dealing with the public.
3. Several years diversified experience in real estate appraisal and negotiations pursuant to the Expropriations Act, including administration of same.
4. Familiarity and experience with all facets of the planning and land development process.
5. Ability to plan, assign and co-ordinate the work of subordinates in a work team environment.
6. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.
7. Must possess a Class "G" Driver's Licence.
8. Provision of a vehicle by the individual for use on the job.