

**CITY OF HAMILTON**

REVISED – March 21, 2023

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(ECONOMIC DEVELOPMENT DIVISION – CORPORATE REAL ESTATE OFFICE – 71 MAIN ST. W., 7<sup>th</sup> FLOOR)****SENIOR PROPERTY OFFICER/APPRaiser – CUPE 5167****SUMMARY OF DUTIES**

Reporting to the Coordinator Real Property Valuation, the successful candidate will: prepare market value appraisal reports for real property in accordance with Code of Ethics and Standards of professional practices of the Appraisal Institute of Canada; and, negotiate the acquisition, disposition and lease of real property.

Prepare detailed narrative appraisal reports of land and/or buildings for industrial, commercial, institutional or development parcels in support of acquisitions, dispositions, leases, licenses, expropriations, litigation, arbitration or mediations.

Prepare real estate market analysis reports, development feasibility studies, highest and best use analysis, and financial pro forma modelling of high profile and complex assets;

Calculate rentals for sidewalk cafes, parking, and encroachments.

Prepare Terms of Reference for external appraisal assignments;

Review third party external appraisal reports;

Compile, update and maintain current market data;

Conduct due diligence (Title and off title searches)

Calculate cash in lieu of parkland dedication fees, and cash in lieu of parking charges, in accordance with City policies;

Negotiate agreements for various property related interests and implement real estate transactions (purchase, sale, lease, encroachments, etc.) on an on-going basis.

Prepare and present written reports to Council and Standing Committees of Council, as required.

Prepare documents such as Options and Offers to Purchase, Tenders, Leases and Authority to Enter Agreements.

Prepare background information; represent department at Committees of Council, and provide expertise for Hearings before Legislative Tribunals and/or Courts

Negotiate compensation settlements with owner's solicitors in the event of expropriations.

Receive and provide professional and sound real estate advice and opinions to the public, lawyers, real estate companies, other client departments and elected officials.

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

**QUALIFICATIONS**

1. Developed understanding of real estate concepts and principles normally acquired by attaining a University Degree or College Diploma in Business, Economics or Planning or an equivalent combination of education and relevant business experience.
2. As a condition of employment applicants may be required to complete program prerequisites for designation in either the International Right-of-Way or the Appraisal Institute of Canada.
3. Applicants must have a thorough knowledge of the theory and practice of negotiation, appraisal, and other general real estate concepts.
4. Working knowledge of legislation affecting real estate activities and transactions, property and municipal development approvals, and processes in a municipal government environment (Municipal Act, Planning Act, Expropriation Act).
5. Experience in computerized environment and a working knowledge of word processing and spreadsheets – software programs such as MS Word, Access and Excel.
6. Excellent interpersonal skills and ability to express ideas effectively, orally and in writing, including experience communicating in a public and/or political environment.
7. Must possess a Class 'G' Driver's Licence and access to a reliable vehicle to use for corporate business.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PROCEDURES FOR THIS POSITION AND THE WORKPLACE.**

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