

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION - REAL ESTATE & PROPERTY MANAGEMENT - LOCATION - 28 JAMES STREET NORTH, HAMILTON.)

PROPERTY ANALYST - CUPE 5167

SUMMARY OF DUTIES

Under the direction of a Senior Real Estate Consultant, manages data flow, GIS systems and databases in support of the operation of the Corporate Real Estate Office. Collects real estate market data from third-party resources to analyze market conditions and gathers property specific information to support strategic decisions. Researches and introduces best practices for the operational effectiveness and control of the Corporate Real Estate Office's data requirements, including training and support to staff. Works independently with minimum supervision on multiple activities within the Division. Ensures established procedures are followed, outstanding or politically sensitive issues are followed up as appropriate.

GENERAL DUTIES

Maintains the City's official record of ownership of real estate interests.

Manages all inventory and portfolio data through collection, organization, maintenance, and integration of data into internal GIS and database systems.

Enhances core real estate data respecting properties, including documents, agreements, and metrics, ensuring complete high-quality information.

Creates profiles on properties of interest, including all information related to property attributes and relevant to determining estimated high-level property value.

Analyzes, evaluates and establishes processes and procedures for the continuous improvement of the Corporate Real Estate Office's operations to ensure adherence to operational and financial accountability. Responsible to ensure processes and data related interactions work seamlessly.

Uses third-party resources to collect relevant real estate market data on properties, availabilities, and transactions.

Searches Land Registry Office records for information such as title and property description and survey irregularities and submits necessary documents to facilitate corrections.

Analytically reviews financial and land economic data.

Compiles and composes documentation relating to decisions and outcomes of real estate transactions and divisional activities.

Liases with owners, agents, lawyers, and Councillors.

Responds to public property related inquiries.

Conducts Site and Building inspections, identifies issues and takes appropriate action to address.

Maintains the City's Real Estate website.

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

QUALIFICATIONS

1. Successful completion of a related university degree or community college diploma such as urban and regional planning, economics, law, business administration and/or possess an equivalent combination of considerable related experience and continuing education.
2. Experience in the field of public administration with diversified experience in real property valuation, portfolio management, and real estate transactions, business process engineering, and data and database management, as well as experience in dealing with the public;.
3. Working knowledge of various Provincial statutes including the Municipal Act and legislation affecting real property and municipal development approvals/processes.
4. Completion of program prerequisites for designation in the International Right-of-Way Association is desirable.
5. Experience as an MS SharePoint administrator.
6. Experience in computerized environment and a working knowledge of word processing and spreadsheets – software programs such as MS Word, Excel and PowerPoint.
7. Knowledge/Experience in using geolocation/geospatial software including ARC GIS and ESRI, and database applications such as MS Access and SharePoint.
8. Excellent interpersonal skills and ability to express ideas effectively, orally and in writing.
9. Must possess a Class 'G' Driver's Licence.
10. Provision of a car by the individual for use on the job.

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 PRACTICES FOR THIS POSITION AND THE WORKPLACE