

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION- LOCATION – 71 MAIN ST. W.)

CO-ORDINATOR, REAL PROPERTY VALUATION

SUMMARY OF DUTIES

Reporting to the Manager, Corporate Real Estate, responsible for the coordination, administration and operation of the Real Property Valuation Team. Prepare appraisals and written reports of value, or secure qualified, independent, 3rd party valuations, for the acquisition, disposal, lease/licence, and/or development of complex, high value and politically sensitive City property interests. Project manage specific departmental initiatives, such as parkland dedication policy, and contribute to strategic corporate projects.

GENERAL DUTIES

Responsible for the coordination, administration and operation of the Real Property Valuation Team.

Recruits and supervises RPVT staff, students, as well as contractual placements.

Prepares work schedules, assigns duties to staff, establishes priorities, monitors and evaluates staff performance, recommends discipline and trains staff, as well as assisting in developing staff to their full potential. Approves vacation, flex time and overtime requests in keeping with the operational needs of the section. Trains and advises staff in related work, responsibilities and department, by-laws, policies and procedures, and other applicable law.

Develops sectional goals, objectives, and plans consistent with divisional and corporate strategic plans recognizing program needs and availability of resources. Administers and monitors the operating budgets for the section in accordance with established Corporate and Departmental procedures, ensuring that operations are within budgeted levels, and reported quarterly. Recommends future budget appropriations.

Appraise and prepare reports of market value for the acquisition, disposal, lease/licence, and/or development of complex, high value and politically sensitive City property interests.

Directs staff in the Corporate Real Estate Office and assigns work to staff conducting appraisals as required.

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

Evaluates, selects and manages independent consultants, including creating and maintaining a roster of qualified consultants.

Establishes the Terms of Reference for all appraisal exercises on behalf of City clients.

Approves fees of independent fee appraisers for payment.

Negotiates 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.

Job Description #: 7334

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

Monitors real estate market activity and establishes relationships with private sector, industry groups, and government bodies and outside agencies to collect and analyse information to maintain current understanding or market dynamics, trends and activities.

Produces quarterly updates on property values and periodical econometric and market insights for the City.

Manages the City's policy respecting cash-in-lieu of Parkland Dedication and administers procedures and valuation approaches in such respect.

Manages projects specific to departmental and corporate initiatives such as parkland dedication policy review.

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.

Attends public meetings to explain valuation issues.

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events.

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

Serves as departmental representative on various interdepartmental and intergovernmental working groups and initiatives.

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. Proven knowledge in real estate and real property valuation normally acquired through the completion of a University Degree in Economics, Geography or Land Use Planning, Commerce, Business, Finance or other related discipline or a combination of other Degree and relevant work experience.
3. Several years or progressively responsible and diversified experience in real estate appraisal, negotiation, and portfolio management (preferably with experience pursuant to the Expropriations Act) of real estate as well as experience in dealing with the public.
4. Excellent analytical, statistical, research, trend analysis and forecasting skills.
5. Familiarity and experience with all facets of the planning and land development process.
6. Ability and experience planning, assigning and co-ordinating the work of subordinates in a work team

environment.

7. Must have excellent verbal and written communication skills and ability to relate effectively with peers, all levels of management, business clients, council and the media.
8. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.
9. Demonstrated ability to manage, supervise and balance a number of projects simultaneously and to meet deadlines is essential.
10. Capable of working independently as well as part of an interdisciplinary team
11. Must possess a Class "G" Driver's Licence.
12. Provision of a vehicle 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 PROCEDURES FOR THIS POSITION AND THE WORKPLACE
