



Salt Lake County Job Description

Real Estate Asset Manager

DEPARTMENT: Administrative Services

DIVISION: Real Estate/3102

JOB CODE: 146 **GRADE:** GEN 016

FLSA STATUS: Non-Exempt

SALARY PLAN: Full-Time Merit

EFFECTIVE DATE: 08/09/2021

SAFETY SENSITIVE: No

JOB SUMMARY

Assists in the management of all aspects of the Salt Lake County Real Estate Office, including supporting the division by acquiring, disposing, and managing the Real Property of Salt Lake County. Additionally, this position will focus on Real Property asset management including inventory tracking, investment analysis, revenue forecasting, public benefit research and reporting, and providing long-range opportunity recommendations.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Real Estate Development, Law, Economics, Finance, Urban Planning, Data Science, or other closely related field, plus four (4) years of related experience in real property asset management, real estate sales or services (agent or broker), property management, title officer, or real property appraisal.

Preference will be given to applicants with:

- Public sector experience; and
- Current Utah Real Estate License; or
- Current Utah Real Estate Appraisal License; or
- Current Certificate in Real Estate Data Analytics.

A valid Driver's License issued by the State of Utah may be required to operate a vehicle.

Due to the nature of this position, the successful applicant must pass a required background check through fingerprinting and enrollment in the continuous RAP Back (Record of Arrest and Prosecution Back) program in accordance with current County Human Resources policy requirements.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Supports the county Real Estate Manager in every aspect of county real estate including appraisals, appraisal reviews, acquisitions, dispositions, leasing, licensing and permitting, property management, title research, water & mineral rights, and water shares.
- Creates, oversees, maintains, and improves the County's real property inventory database.
- Collects and maintains real property inventory data that supports the County's real property goals.
- Analyzes real property data and prepares reports to support real property planning, programs, and strategies.
- Tracks progress on real property disposition and performance.
- Creates real property reports and presentations in a clear manner to organization leaders and community partners.
- Develops policies and standard operating procedures to ensure effective utilization and disposal of County real property assets.
- Ensures compliance with real property asset management statutes, ordinances, and policies.
- Work collaboratively with government, non-profit organizations, and aligned stakeholders in developing and implementing the County's real property goals
- Prepares and manages the processes for Statements of Qualifications (SOQs), Requests for Information (RFIs), Requests for Proposals (RFPs), and bids for title, appraisal, and environmental work.
- May apply established GIS technology principles, methods, procedures, and tools to create map templates, map series, graphics, tables, and reports (ESRI products).

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Principles and methods of real estate development and appraisal
- Principles of title research, ownership records and chain of title, building regulations, zoning requirements, and conditional uses
- Local and state government operations and redevelopment regulations
- Public real property records including plat maps, surveys, title reports, deeds, easements, permits, legal descriptions, and zoning and land use maps
- Purchase, sale, and leasing of real property, including contractual agreements for each
- Current and changing market conditions, regionally and locally, to understand the competitive position of real property assets
- Salt Lake County policies and ordinances as well as Utah State Laws relating to real property
- Federal laws and statutes around grants and management of Federally funded projects

Skills and Abilities to:

- Analyze and compile technical and statistical information, prepare technical reports, and present information clearly and concisely
- Communicate effectively both verbally and in writing
- Research, data collection, and data analytics techniques
- Effective negotiation strategies and methods
- Utilize Salt Lake County Assessor and Recorder websites and information/document

- repository
- Use and understand the Wasatch Front Regional Multiple Listing Service as well as other real property data sources
- Produce visually clear and graphically accessible maps and other graphic materials to convey accurate information
- Read and review summary report appraisals
- Demonstrate proficiency in the Microsoft Suite software/applications

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting with work-from-home opportunities and travel to different sites and locations within Salt Lake County.

Occasionally this position will need to attend meetings and meet with property owners before or after regular office hours (8:00 am – 5:00 pm).

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 1/23/25 NL