



CLASS TITLE | REAL ESTATE COORDINATOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Class Code: 2122

Effective Date: 06/19/2024

PURPOSE OF THE CLASSIFICATION: Under general supervision, participates in the administration, supervision, and coordination of real property acquisition, disposition and leasing for Asset Management projects; serving as a property and building manager for City of Tulsa properties and facilities; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Serve as the Property and Building Manager for all City of Tulsa properties and facilities and attend to tenants' needs
- Manage City of Tulsa's leasing inventory and ensure compliance with procedures for acquisition, disposition, and leasing policies
- Attend applicable authority, board, and committee meetings providing support and guidance
- Assist in conducting abstract and title searches for ownership
- Coordinates the appraisal of property and securing of required licenses and permits
- Recommend values for property acquisitions or leasing
- Monitor and analyze contracts to determine compliance with specifications of Asset Management requirements regarding various federal, state, and local regulations, laws, and ordinances
- Prepare and process contract change orders for amendments, renewals and contract addendums
- Monitor and analyze contracts to determine compliance with specifications of Asset Management requirements regarding various federal, state, and local regulations, laws, and ordinance
- Prepare ad hoc, monthly, and annual reports
- Assist in the development of various budgets and monitor spending to ensure compliance with current budget limitations
- Answers queries, research and open record requests from citizens, employees, departments and various government entities about City of Tulsa properties or interests
- Coordinate repairs and upgrades with facility maintenance staff
- Coordinate with design and inspection personnel on all matters related to real estate transactions
- Develop tenant relocation claims utilizing City policies
- Obtain and maintain all current licenses and/or permits as required in the operation and maintenance of City real estate
- Maintain real estate licensure with State of Oklahoma (may be inactive)
- Reports to work on a regular and timely basis

Specific - One Technology Center (OTC):

- Oversee and direct the custodial services and the parking garage maintenance and management contractor
- Prepare OTC monthly invoices and/or statements, as applicable, to distribute to tenants
- Assist in developing and implementing rules, regulations, policies and procedures concerning the use of the OTC
- Schedule meeting rooms and relocation services
- Complete an Annual Tenant Operating Expense Reconciliation
- Assist in developing long-term capital improvement and maintenance plans

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in business, public administration, real estate, or related field; **and**,
- (b) Six (6) years of experience in real estate transactions in government or the private sector.

Knowledge, Abilities and Skills:

Knowledge of:

- Cellular tower leasing principles and negotiations
- Considerable knowledge of commercial and residential real estate principles, practices, and techniques
- Considerable knowledge of acquisition, leasing, disposition, negotiation of real estate contracts
- Considerable property management principles, practices, and technologies
- Good knowledge of real estate related regulations, ordinances and laws
- Good Knowledge of lease inventory and management support data systems
- Good knowledge of the applicable real estate safety procedures
- Good knowledge of applicable real estate report writing

Ability to:

- Maintain effective working relationships with security, maintenance, IT and third-party contracted personnel
- Ensure that applicable senior staff are informed of all real estate issues
- Establish and maintain effective working relationships with employees, tenants, members of the general public, elected City officials and local, state officials
- Understand and interpret City and state real estate ordinances, laws and other related operating procedures
- Remain calm in building emergency situations
- Communicate in noisy, hazardous, or stressful situations with or without use of equipment
- Make split second decisions related to building safety
- Safely operate motor vehicles and electronic communication devices
- Coordinate building emergency situations and to respond appropriately
- Cope with problem situations firmly, tactfully and courteously
- Analyze data information and provide pertinent management information reports
- Maintain precise records and properly budget building management operations
- Generate and maintain monthly reports for other departmental staff, elected officials and public
- Communicate effectively, in writing and in person
- Conduct work using personal computer, online services, and subscription services

Skill in:

- Property management and building management services
- Coordinating the activities of real estate technical, professional, and administrative staff
- Data analysis and using information to solve complex problems
- Exhibiting high level attention to details
- Multi-tasking and responding quickly
- Written and oral communication
- Prioritizing tasks and managing multiple diverse projects
- Considerable skill in using computers and related software programs (experience in MS Word applications, Excel specifically)



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Physical Requirements: Physical requirements include finger dexterity enough to use a telephone; frequent lifting and carrying up to 20 pounds with occasional pulling up to 20 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, smelling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**,
- b) Possession of a Real Estate License (may be inactive)

WORKING ENVIRONMENT: Working environment is indoors in an office, outdoors and in inclement weather and may require travel to various locations for property research, climb roof access ladders and extensive building stairs, and site visits and negotiations; and is required to be on 24-hour standby.

EEO Code: E-01

Group: Clerical and Administrative

Series: Urban Development