

Job Class Profile: Senior Property Administrator**Pay Level: CG-31 Point Band: 690-703**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	2	3	4	4	4	2	2	
Points	233	83	13	14	120	87	83	43	21	697

JOB SUMMARY

The Senior Property Administrator provides advanced technical direction and expertise to departmental personnel in matters relating to land tenure and right-of-way protection matters and acts as a senior negotiator in the acquisition and disposal of land and properties for Government use. Work also involves assisting the Director in administrative functions and ensuring that necessary property is available for capital and maintenance construction projects of roads, bridges, wharves, airstrips and departmental facilities and that highway corridors are protected.

Key and Periodic Activities

- Initiates and directs the purchase, expropriation, sale lease, license, survey and appraisal of land and property for Government use. Negotiates and/or directs negotiations with property owners and/or legal representatives.
- Assists the Director in the administration of the various Acts and regulations governing expropriation and other means of the acquisition of property and lands.
- Administers and ensures compliance with development regulations for the Department in respect of accesses to Provincial highways.
- Researches title on lands and properties to be acquired and liaises with legal representatives through personal conferences and written correspondence on complex legal matters relevant to real estate acquisitions.
- Provides advice, guidance and direction to staff and consultants involved in title searches, land surveying and other relevant real estate transactions.
- Ensures the orderly recording and documentation of completed land transactions and arranges through legal representatives the execution and registration of documents.
- Prepares material and assists Department of Justice solicitors in arbitration board and court hearings. Appears as expert witness as required.
- Coordinates the preparation of budgets for the acquisition of property and monitors related expenditure of funds.
- Coordinates and ensures the procurement of Quarry Permits from the Department of Mines and Energy for proposed construction projects.
- Represents the Department on inter-Departmental land use and related committees and makes independent decisions and recommendations for the issuance of permits, leases and grants to various Government Departments and Agencies.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of the application of engineering principles, property appraisal/assessment, and property negotiation. — Related acts and legislation governing expropriation and other means of the acquisition of lands and property. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Diploma in Civil Engineering or related technology; courses in property law, real estate law, property appraisal and negotiations. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 4-5 years experience. <p>Competencies:</p> <ul style="list-style-type: none"> — Communication, analytical, negotiation, problem solving, conflict resolution skills.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used to listen to information from other people, ask questions to get information, provide routine and complex information to others, negotiate contracts or agreements with property owners and/or legal representatives, deal with angry people, gain the cooperation of others to complete work, provide expert advice and resolve disputes. Represents the department on inter-departmental land use and related committees, provides direction to departmental staff and consultants involved in title searches, land surveying, and other relevant real estate transactions, prepares material and assists the Department of Justice solicitors in arbitration board and court hearings. Appears as a witness as required. — Communications occur with employees within the immediate work area, department, other provincial government departments and external organizations and the general public. — The most significant contacts are with property owners or legal representatives, the Director, departmental staff and consultants.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job do not result in considerable fatigue, requiring periods of rest. — There is an occasional requirement to lift objects less than 10 lbs. (i.e. files). — Work involves sitting and fine finger precision work when using a computer. Occasional standing and walking. — Occasionally required to drive.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required for property appraisal, use of computer, recording and documentation of land transactions. — Auditory concentration is required for negotiations and to liaise with legal representatives. — Time pressures/deadlines exist for expropriation of land/property. Interruptions occur as a

<p>result of telephone calls and walk-in clients/property owners/legal representatives.</p> <ul style="list-style-type: none"> — Eye/hand coordination is required for typing and accuracy for the transfer of information. — Exact results and precision are required during negotiation of land transactions, interpretation and application of related legislation regarding expropriation of land, researching land titles, budget preparation for the acquisition of property and monitoring of related funds.
Complexity
<ul style="list-style-type: none"> — Work tasks are diverse involving a wide variety of responsibilities and situations requiring a range of skills and knowledge. — Challenges/problems may be resolved by following procedures and guidelines or may require the problem be identified and practical solutions found. — Typical problems or challenges include expropriating land or property for government use and negotiating with land owners and/or legal representatives; preparing material and assisting Department of Justice solicitors with arbitration and court hearings; preparing budgets for the acquisition of property and monitoring of the budget; representing the department on inter-departmental land use and related committees and makes independent decisions and recommendations for the issuance of permits, leases, and grants to various Government Departments and Agencies. — When addressing typical challenges or problems reference may be made to policies, procedures, acts, regulations, and guidance from the manager.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are somewhat prescribed or controlled. Work is performed with considerable independence and initiative with guidelines provided by legislation and departmental policies and procedures. Work is reviewed through written reports, observation, and periodic conferences. — Provides advice, guidance and direction to staff and consultants involved in title searches, land surveying, and other relevant real estate transactions; ensures orderly recording and documentation of completed land transactions and arranges through legal representatives the execution and registration of documents; coordinates and prepares budgets for the acquisition of property and monitors related expenditure of funds; administers and ensures compliance with development regulations in respect of accesses to provincial highways; initiates and directs the purchase, expropriation, sale lease, license, survey, and appraisal of land and property for Government use; negotiates with property owners. — Discretion and judgement are exercised when negotiating with land/property owners, interpreting and applying acts and regulations governing expropriation of land/property, making recommendations regarding issuance of permits/leases/grants to various Government Departments and Agencies.
Impact
<ul style="list-style-type: none"> — Generally has impact (positive or negative) on the immediate work area, the organization, on general public, as well as on processes and systems, finances, and information. — Errors related to the purchase, expropriation, sale, license, survey, and appraisal of

land/property could result in a negative impact on Government's public image and finances, as well impacting property owners and their finances.

- Property acquisition could be delayed as a result of errors or mistakes.
- Consequences of errors are typically resolved within a week of identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides advice, guidance, direction to staff and consultants who are involved in title searches, land surveying, and other relevant real estate acquisitions.

WORKING CONDITIONS

Environmental Working Conditions

- Safety precautions and equipment are not required.
- There is no likelihood of minor cuts, bruises, illnesses or injury.
- Occasional exposure to dirt/dust during property assessments, computer glare, and travel.