Real Estate Specialist

Job Code 50007668

General Description
 Responsible for negotiating easements and right-of-ways, development of business plans for university income-generating activities, maintenance of real property records, and related assignments.

Examples of Duties
 Negotiate acquisition and disposition of real property.
 Conduct on site inspection of property.
 Requests environmental site assessments.
 Obtains appraisal of value.
 Coordinate acquisition of streets associated with real property acquisitions.
 Processes required approvals for real estate transactions.
 Evaluate gifts of real estate.
 Manages, leases and sells real estate property assets donated of bequeathed to the university.
 Actively pursue acquisition of properties within university boundaries.
 Manage income producing property owned by Texas State and process rent payments.
 Locate, negotiate, and administer off campus leases.
 Complete annual reports.
 Maintain inventory of real estate and fiscal year leases.
 Serve as the informational resource for inquiries regarding real estate.
 Maintenance of trust real estate inventory.
 Resolve real estate tax exemption issues.
 Process tax payments.
 Coordinate the restoration or demolition of real estate.
 Conduct planning and feasibility analyses and complete business plans.
 Provide input into campus master planning process.
 Acquire, grant, or release of easements or right of ways.
 Evaluate space needs and requests.
 Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Accounting/economic and financial principals; assets market, commercial real estate and property management procedures and policies; working terms.
**Skill in:** Preparing proposals, RFPs, contracts and correspondence; utilizing financial and accounting techniques; analyzing political and institution environment; determining scope of projects and tactics; negotiating terms of agreements with prospective parties.

**Ability to:** Read and interpret technical, legal and contractual documents; apply intermediate math, basic statistical analysis and business analysis techniques work effectively with others; explain, negotiate, and exchange information; work effectively with others to create a synergistic and cooperative environment; to conduct research to obtain information regarding any type of business operation.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**