

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5662
Job Title: Director of Real Estate
Salary Grade: 24
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 031
Position I.D. 9500117
Shakman Exempt

Characteristics of the Position

General Overview

The Real Estate Director is a position created by County Ordinance and is responsible for the overall administration and management of the Real Estate Management Division under the direction of the President. Negotiates acquisition and disposition of properties most beneficial to the County. Inspects properties under consideration for acquisition, and recommends acquisition, lease, disposition or improvement of these properties. Maintains accurate records of Leases, Deeds and Easements of County owned property and approves all warrants for the payment. Writes confidential reports of findings and makes recommendation for the sale, lease or purchase of real estate. Prepares deeds, leases and contracts. Supervises and directs personnel involved in executing the directions and orders of the courts which apply to real estate.

Key Responsibilities and Duties

Directs the overall administration and management of the Real Estate Management Division's day to day operations.

Inspects properties under consideration for acquisition, and recommends acquisition, lease, disposition, improvement, or other action consistent with best interest of Cook County. Monitors the appraisal, sale, or auction of real estate parcels as directed by the Court.

Consults with and advises the President, Commissioners, Bureau Chief, Facilities Management, and other appropriate officials as required.

Formulates plans and strategy for acquiring or disposing of property. Negotiates acquisition and disposition properties most beneficial to the County. Enters into agreements for the management of all real estate leased and licensed by the County.

Maintains accurate records of Leases, Deeds, and Easements of County owned property and approves all warrants for the payment of property acquisitions and leases. Ensures that all documentation concerning real estate matters are complete and compliant with applicable regulations.

Writes reports of findings and recommends the sale, lease or purchase of real estate properties. Prepares deeds, leases and contracts on behalf of the County. Monitors the recording of documents pertaining to the purchase and sale of property.

Supervises and directs all personnel involved in executing the directions and orders of the courts which apply to real estate.

Develops policies and procedures to carry out the goals and objectives respective to the Real Estate Management Division.

Manages or enters into agreements for the management of all real estate owned by the County except wherein the management of such real estate is otherwise provided by law.

Negotiates and make recommendations for the sale or lease of all lands and buildings or any interest therein that may be owned or acquired by the County and which is deemed not essential for County purposes.

Formulates all policies and procedures necessary to carry out the responsibilities as the Real Estate Management Director.

Knowledge, Skills and Abilities

Extensive knowledge of State, County, Municipal laws and ordinances with ability to ascertain compliance with laws, ordinances, and regulations. Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Knowledge of the County's Real Estate Division and Real Estate administration. Ability to make policy recommendations, develop, coordinate and implement programmatic changes.

Good interpersonal relation skills. Ability to demonstrate tact and diplomacy dealing with employee issues is a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate, through written document. Excellent organizational skills.

Must be able to demonstrate good administrative and supervisory skills. Ability to communicate effectively verbally and in writing.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively and efficiently.

This position requires traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in real estate or corporate transactions or public administration **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate degree.

Illinois Broker's or Managing Broker's License

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.