

Supervisory Realty Specialist

Job Summary

This position is located in the Department of Housing and Community Development (DHCD), Office of the Chief Program Officer, Property Acquisition and Disposition Division (PADD). PADD is responsible for the administration of acquisition and coordination of disposal of single family and multi-family residential properties in the District of Columbia for the purposes of eradication slum and blight and to facilitate the construction of homeownership opportunities primarily for the benefit of low and moderate income individuals. The incumbent in this position serves as a supervisor over property acquisition and disposition activities. As PADD Division Chief, incumbent has oversight and manages all functions associated with property acquisition and disposition activities. Incumbent is responsible for negotiating the purchase and acquisition of properties on behalf of the DOH, and when necessary is responsible for making determinations to use eminent domain, tax foreclosure, or condemnation for the acquisition of properties to meet the goals of DHCD and PADD.

Duties and Responsibilities

Provides a full range of supervisory services for subordinate staff. Directs and coordinates the development process of all projects including developer selection and post-development monitoring activities. Responsible for negotiating the purchase of property on behalf of the Agency, and when necessary, making determinations to use eminent domain or tax foreclosure for the acquisition of properties. Oversees the development of financial statements and reports to summarize program activities and to determine the value of the Divisions real estate inventory. Supervises the overall scheduling and coordination of the marketing and disposition of Department owned properties for residential, commercial and public reuse, oversees the preparation of all documents related to the offer and sale of properties, oversee the coordination of the development process for all projects including post developer selection and compliance requirement. Serves as the principal authoritative department liaison with developers and with public and private agencies.

Qualifications and Education

Specialized Experience – Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and this is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must

have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Licenses and Certifications

None

Working Conditions/Environment

Work is performed in a normal office setting, occasionally the incumbent makes trips to meetings in the community or projects locations.

Other Significant Facts

Tour of Duty: Monday – Friday; 8:15am - 4:45pm

Pay Plan, Series, Grade: MS-1170-15

Promotional Potential: No known promotion potential.

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Duration of Appointment: Management Supervisory Service

Position Designation: Security Sensitive: The incumbents of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability.

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Applicants should go to careers.dc.gov and search for 22615.