

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, REAL ESTATE OPERATIONS

Reports To: Designated Supervisor

UW Job Code: 3073

UW Job Family: 31 - Administration

SOC Code: 41-9021

FLSA: Exempt

Pay Grade: 26

Date: 10-12-04 (revised 9-25-10)

JOB PURPOSE:

Under the general direction of the Vice President for Administration, direct the activities and functions of the institution's real estate office. Manage real estate development, acquisition, and disposition in accordance with an established master plan. Prepare and negotiate leases and rental agreements. Develop real estate plans, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare, negotiate, develop and maintain appropriate legal contracts associated with the transfer of university real property, including purchase agreements, deeds, lease agreements, and grants of easement; administer oil and gas leasing activities; facilitate negotiation processes on property purchases, leases, and sales.
- Initiate, monitor, and review supporting documents involved in real estate transactions; assess market values to negotiate reasonable purchase prices and rental rates on behalf of the university; communicate and plan with such outside entities as surveyors, appraisers, realtors, etc.
- Inspect and document all real property controlled by the university; maintain and update the inspection reports of all university lands; interpret and assist in determining impact of land characteristics on-site choice decisions; act as a liaison for university on all land matters.
- Direct the work of real estate office personnel and their projects/programs.
- Prepare progress reports for the University Trustee meetings to advise on the state of current land use and activities.
- Monitor, audit and account for all revenues and expenses made relative university real estate operations; initiate and maintain fund balances for costs associated with purchase and/or sale of real estate.
- Conduct research of public records to maintain university real property asset files; maintain and update the records of all university deeded, grant or leased lands; develop and maintain maps of university real property through computer-aided design.

SUPPLEMENTAL FUNCTIONS:

- Maximize the return on university real estate assets through financial analysis.
- Arrange, coordinate, and conduct meetings involving real estate transactions.
- Prepare and provide real property information on request.

COMPETENCIES:

- Attention to Detail
- Quantity of Work
- Initiative
- Negotiation
- Technical/Professional Knowledge
- Individual Leadership
- Strategic Planning
- Judgment

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Code of Federal Regulations pertaining to land matters.
- Wyoming state statutes regarding land matters.
- University and State of Wyoming purchasing procedures.
- Real estate title and real property appraisal functions.
- Methods and procedures required for purchase, sale, lease, and other disposition of real property, as well as acquisition of lands via eminent domain.
- Finance, accounting, budgeting and cost control processes and procedures.
- Contract negotiation and contracting processes.
- Dispute resolutions concepts, methods and techniques.
- Communication methods, practices and procedures.
- Record systems management methods, concepts and practices.
- Computerized information systems and software used in the department or area.
- Faculty and/or staff hiring processes and procedures.
- Financial/business analysis techniques.

Skills and Abilities to:

- Manage and impart information to a range of clientele and/or media sources.

- Supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Prepare budgets and perform fiscal management.
- Identify and secure alternative funding/revenue sources.
- Negotiate and manage contractual arrangements.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Conduct real estate development feasibility studies and analyses.
- Analyze financial information, ensuring compliance with applicable fiscal policies, reporting, and funding requirements.
- Use and comprehend graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids.
- Make decisions regarding authorization or rejection of expenditure/disbursements according to statutes, policies, and budgetary limitations.
- Interpret and make decisions in conformance with applicable rules, laws, and policies.
- Conduct fiscal studies and long-range fiscal planning.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Occasional travel to land sites and facilities.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.