

## Job Information

Job title	<b>Property Administrator</b>	Job Code: PROPAD	Pay Grade: O
Title of immediate supervisor	Manager - Real Estate Services		
Department/Division	Legislative and Protective Services/Real Estate Services		
Prepared by	Janet Racz, Manager - Real Estate Services		
Date Created	December 3, 2018	Revised date	January 2026

## Job Purpose

Manages a variety of municipally-owned residential and commercial rental properties and telecommunication facilities. Investigates, values and assists with negotiations of real property for municipal acquisition, expropriation, sale, easement, rights-of-way, exchange, lease, licence, rent or other purpose; analyses a variety of land reports including appraisals, surveys, property condition assessments and feasibility studies; liaises with internal and external contacts; assists with division accounting when required; provides direction and technical assistance to the Real Estate Services Administrative Assistant

## Duties and Responsibilities

- Acts as property administrator for municipally-owned residential and commercial properties;
- Acts as property administrator for the Mt. Douglas/PKOLS and Mt. Tolmie telecommunication facilities for municipal, government and commercial users.
- Conducts site visits, and coordinates the preparation and analysis of a variety of property reports, including appraisals, surveys, land titles and corporate searches, property condition assessments, improvement removals and feasibility studies; reviews rental values, market conditions and options for the rental, lease, licence, and sale of municipal property.
- Assists with sales and purchases of municipal real property, easements and rights-of-way; including expropriations when necessary.
- Negotiates with property owners and/or their representatives for the acquisition of easements and rights-of-ways;
- Values, calculates and negotiates the park requirement calculation and the cash contribution in lieu of park dedication as required under the *Local Government Act*.
- Prepares Reports to Council and recommendations for senior staff when required.
- Provides information and assistance to internal departments, the public and a variety of external customers concerning property appraisal, acquisition, disposition, negotiations, rentals, leases, and other related matters.
- Assists with the annual budget for the Real Estate Services Division.
- Assists with accounts payable and receivables required for the Real Estate Services Division.
- Sets terms of reference, engages, and directs or coordinates the work of consultants and trades.
- Provides direction and technical assistance to the Real Estate Services Administrative Assistant.
- Acts as a Commissioner for Taking Affidavits for British Columbia.
- Performs other related duties as required.

## Qualifications

- 2 Year Diploma in Legal or Urban Land Economics (DULE), Certified Property Management (CPM) accreditation considered an asset.
- Six (6) years general property management, performing in a confidential environment and including experience dealing with the public., Legal or real estate office experience considered an asset.
- In-depth knowledge of and experience applying real property appraisal methodology; certification as an

accredited appraiser or completion of a program of studies in appraisal methods will be considered an asset.

- Experience working with Land Titles, corporate registries, and legal documentation.
- Knowledge of *Residential Tenancy Act*, *Commercial Tenancy Act*, *Strata Act*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act (FIPPA)*, and *Community Charter* considered assets.
- Proficient in word processing, Microsoft Office, SharePoint, and accounting software.
- Must meet qualifications to be accepted as a “Commissioner for Taking Affidavits in British Columbia”.
- Valid Class 5 BC Driver’s Licence and a personal vehicle available for work-related use as and when required.
- Possesses strong time management, written, and oral communication skills.
- An equivalent combination of education and experience may be considered.

### **Physical Requirements**

Physically able to undertake field inspections of land and buildings.

### **Working Conditions**

Works in an office environment and out in the field.