

East Columbia Basin Irrigation District
55 N. 8th Ave., PO Box E
Othello, WA 99344
509.488.9671 Fax 509.488-6433

JOB DESCRIPTION

Job Title: Realty Specialist
Department: Development
Reports to: Development Coordinator
Pay Range: Hourly
FLSA Status: Non-Exempt
Union: No

SUMMARY:

To plan, organize and research a variety of diverse projects for the District. Works with District departments and outside agencies to complete required realty and contractual endeavors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following list is representative of the duties and responsibilities of this position, and is not meant to be an exhaustive list of all possible tasks to be performed:

- Perform easement and land acquisition activities
 - Obtain or develop legal descriptions and map exhibits for proposed acquisitions
 - Work with landowners for access, compensation, and execution of necessary documentation for realty actions
 - Obtain review and distribute title reports as needed
 - Assist and coordinate environmental and cultural compliance activities needed for acquisitions
 - Coordinate acquisition activities with project managers, engineers
 - All other activities necessary for easement and land acquisition
- Collaborate with realty staff at the Bureau of Reclamation on federal easements, inclusions, land reclassifications and contracts
- Utilize GIS and maps for creation of legal descriptions, easements, inclusions, land reclassification and other contractual needs.
- Facilitate federal title transfers.
- Attend monthly District Board Meetings as directed.
- Prepare documents for presentation to the Board of Directors and other meetings as directed by supervisor or Secretary-Manager.
- Work with other departments as needed to advance District goals.
- Create and administer contracts as directed by supervisor or Secretary-Manager
- Create relevant correspondence for projects.
- Verify or create property legal descriptions for District activities.
- Manage District-owned properties

- Prepare documents, perform records research, and manage data to support these duties and responsibilities
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

JOB REQUIREMENTS:

The following job requirements are representative of the education, experience, knowledge, skills, and abilities required to successfully perform the duties of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. Potential ways to meet the required knowledge and abilities would be:

Education:

- High School diploma, GED, or comparable education required, at a minimum.
- College-level education in Real Estate, Business Administration, Public Works, Law or related fields preferred.

Experience:

- Five years of increasing responsibility for land and easement acquisitions, property management, title transfers preferred.
- Minimum of one year of specialized experience implementing real estate principles, concepts, and practices; assisting with real estate transactions or related administrative work.

Knowledge/Skills/Abilities:

- Principles and practices of land and easement acquisition
- Demonstrated skills in team leadership, management of projects, and problem solving.
- Knowledge of the East Columbia Basin Irrigation District and the Columbia Basin Project
- Superior oral and written communication skills
- Self-motivated, able to start and complete projects and tasks with minimal supervision.
- Excellent interpersonal skills
- Computer skills and working knowledge of Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook) preferred.
- Ability to effectively work with other public entities and landowners

Other:

- Must display a positive attitude and promote teamwork.
- Must display a courteous, respectful, and tactful manner with supervisor, public, and co-workers.
- Must follow all District safety policies.
- Acceptable driving record (MVR must be provided as a condition of hire).
- Must pass a criminal background check and pre-employment drug screen as a condition of employment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have manual dexterity such as necessary to operate a personal computer keyboard and mouse.
- Must be able to communicate clearly, both orally and in writing.
- Must be able to work and drive in all-weather conditions and traverse in varied types of terrain.
- Must be able to lift or move up to 25lbs occasionally.

Working Conditions:

This position will expose the worker to environmental conditions found both indoors in an office setting and outdoors.

- May occasionally be exposed to extreme temperatures (heat and cold).
- May be required to work in close quarters and cramped spaces.
- May be exposed to fumes, odors, dust, and other pollutants.
- May occasionally be exposed to hazards such as rapidly moving water.
- May be exposed to heights up to 20'.
- May be exposed to loud noise level.

Compensation:

Wage: Hourly rate

Step 1-\$28.50
Step 2-\$30.60
Step 3-\$32.70
Step 4-\$34.80

Benefits:

- Health Insurance
 - Including medical, dental and vision
- Basic life insurance, Accidental Death & Dismemberment (AD&D), and long-term disability
 - Supplemental life, AD&D and long-term disability insurance available
- Annual & Sick Leave
- Nine paid holidays, two 3 ½ hour Holidays, one Floating Holiday
- WA Public Employees Retirement System
- Voluntary Washington Deferred Compensation Program (with up to 4% employer match)

This is a full-time position located in Othello, WA. Working hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. Occasional after hours and weekend work may be required. Travel outside the District may be required to attend conferences and/or trainings. (Expenses reimbursed for District travel)

The Realty Specialist position is classified as a non-bargaining unit position and is not covered by a collective bargaining agreement (See Section II.d. of the Personnel Practices and Procedures Manual).

