



Senior Real Estate Officer

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Posted: Wednesday, November 2, 2022

Job Number: PC-22-70

Job Type: Permanent Full-time, Union

Position Closing Date: Wednesday, November 16, 2022

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Legal Services Department provides timely and comprehensive legal advice to City Council, the CAO and City staff, and provides a full range of legal services to the Corporation, its boards and agencies. It also provides guidance on insurance administration and risk management. This department provides professional execution of the City's real estate program including acquisition, disposition, leasing and encroachments. The department strives to ensure that every measure is taken to provide a cost effective, high quality standard of service.

Under the general guidance and direction of the Manager of Legal Services, the Senior Real Estate Officer administers the negotiation, acquisition and appraisal of real property interests as required by the City, the disposition of surplus City properties and independently conducts comprehensive research in support of cost/benefit analysis and strategies relating to Council initiatives. This position recommends and coordinates expropriation of land ensuring timelines are met. This position prepares comprehensive appraisal reports in accordance with Appraisal Institute of Canada Standards. This position is responsible for the procurement of

appraisers, real estate agents, surveyors and professional consultants to act on behalf of the City and monitors progress. Lastly, this position prepares detailed staff reports for General Committee and attends Committee/Council as necessary.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of ***Strive, Share and Care*** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Business Administration, Geography, Economics, Business, Urban Planning, or related discipline
- Ontario Real Estate Licence or equivalent education
- Canadian Residential Appraiser (CRA) Designation from the Appraisal Institute of Canada or equivalent education
- Senior Right of Way Professional (SR/WA) Designation from the International Right of Way Association or equivalent education

Experience

- Five (5) years of experience in the real estate industry including effective negotiation experience
- Three (3) years of experience in the preparation of property appraisals in accordance with the Appraisal Institute of Canada standards
- Demonstrated experience in the following:
 - real estate practices and principles, the land title and registry system, local real estate market trends, zoning by-laws, official plan impacts and the impacts on land use
 - appraisal theory and practice with the ability to prepare basic appraisals and clearly articulate recommendations regarding appraisals, settlements and expropriations
 - researching, interpreting and applying relevant legislation, construction plans, engineering drawings, survey plans, property deeds, lease, and legal agreements
 - preparing Request for Quotations/Proposals, evaluation of submissions, process and contract administration
 - managing the expectations of diverse groups of stakeholders and achieving consensus through communication and negotiation
 - financial and economic principles and practices as it relates to real estate and associated matters

Knowledge/Skill/Ability

- Thorough knowledge of the Municipal Act and Statutory requirements, Expropriations Act, Ontario Landlord and Tenant Act, Ontario Municipal decisions and precedents.
- Thorough knowledge of the Appraisal Institute of Canada Appraisal Standards and the relevance and application of same.
- Possess a high degree of accuracy, and ability to prepare legal agreements designed to secure land interests and/or releases on behalf of the City in formats conducive to a varied audience.
- Strong technical knowledge and an understanding of construction relating to municipal infrastructure and construction principles and the relationship to the projects being undertaken.
- Knowledge and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management, accountability and flexibility/adaptability.
- Demonstrated political acumen and ability to negotiate, mediate, facilitate and present information to a varied audience.
- Project management competencies including results/achievement focus, financial management, business planning, decision making/judgment, representation and professionalism and job knowledge.

- Possess research skills and the ability to interpret/analyze/evaluate issues and to make effective decisions and formulate recommendations
- Ability to act independently in a multi-project fast-paced environment, and is self motivated, thorough, reliable and works collaboratively with others.
- Ability to be flexible and adaptable under changing conditions and timelines.
- Ability to skillfully operate a calculator and perform accounting functions and calculations.
- Possess strong negotiating, facilitation, and problem solving skills to work with various stakeholders.
- Possess strong project management and organization skills, flexibility to plan, initiate, organize and prioritize own work and to effectively manage competing demands, conflicting priorities, time sensitive issues, pressures and deadlines.
- Perceptive and empathetic in negotiating and communication skills with individuals that are frequently emotional, uncooperative and occasionally hostile and abusive during negotiations.
- Ability to liaise with internal departments and external agencies, professionals, consultants, business owners and residents as required with respect to the acquisition and disposition of land.
- Possess sound oral, written and conflict resolution skills to influence decisions and to deal with contentious issues and situations with tact and discretion.
- Possess excellent computer skills including all aspects of Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Access) as well as Adobe Writer, Internet, Geowarehouse, terranet and GIS.
- Availability to accommodate deadlines, meeting/negotiation attendance and/or peak period workloads that may extend beyond the normal workday or occur on evenings/weekends, as may be required.

Conditions of Employment

- Satisfactory Criminal Record Check*

**Please note that this is a requirement of the position for any new employees to the City of Barrie in accordance with the Police Record Check Procedure. Existing employees will be grandfathered from this requirement.*

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario*

**Please note the City has recently launched a Hybrid Work Program Procedure and pilot program for 2022 that may allow a hybrid work arrangement for employees who meet the eligibility requirements.*

Hours: The normal hours of work are 35 hours per week in accordance with the Collective Agreement.

Wage: This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2022 pay range:

- *Pay Level:* Level 10
- *Yearly Salary:* \$79,352.00 to \$95,095.00 per year
- *Hourly Pay Rate:* \$43.60 to \$52.25 per hour

Benefits: This position includes a comprehensive union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's Education Equivalency Procedure to determine if you may qualify for equivalency. Please note that if the Corporation does not receive applications from fully qualified candidates, we may consider less qualified candidates. As such, it is encouraged that applicants who possess qualifications that are closely related to the minimum qualifications of the position submit an application for review and consideration. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: D

Please note that verification of educational credentials will be required from the preferred candidate prior to an employment offer.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

Disclaimer: The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this position. For full position details, please request a copy of the Job Description by emailing HR.Recruitment@Barrie.ca.

We thank all applicants and advise that only those selected for an interview will be contacted.

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