

Job Title:
Property Specialist
Job Number:
J0222-0467
Job Code:
NU264
Job Category:
Professional
Department:
Business, Real Estate and Environment
Bargaining Unit:
Non-Union
Job Type:
Full Time
Employment Type:
Replacement
Number of Positions:
1
Hours of Work:
35 hrs/wk
Salary:
\$86,741.00 - \$108,435.60/Year
Date Posted:
March 25, 2022
Closing Date:
May 26, 2022

[City of Kingston – COVID-19 Vaccination Policy](#)

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQ+ communities, to apply.

Position Summary

The Property Specialist is responsible for coordinating and providing real estate services for the City including the acquisition, disposition and leasing of property with an emphasis on leasing for a large portfolio of market and non-market leases and licenses. This position will act as a subject matter expert and assist with various strategic projects and the preparation of reports and presentations. The Property Specialist will interpret and apply policies and procedures to effectively support corporate objectives.

KEY DUTIES & RESPONSIBILITIES

Negotiate property transactions, lease and license agreements. Provide subject matter expertise and team leadership for real estate initiatives related to large, corporate projects.

Offer to the team a thorough knowledge of property related legislation including Expropriations Act, Planning Act, Municipal Act, Residential Tenancies Act and Commercial Tenancies Act, and Assessment Act.

Oversee the preparation of annual financial reconciliation of operating costs for leased properties in accordance with leased terms.

Ensure all transactions and work is completed in accordance with City policies, relevant statutes and are within City/Council approvals and budget.

Look for new and more efficient processes and solutions and recommend new approaches to improve services to customers.

Conduct research and prepare Council reports on land related issues.

Prepare real estate appraisals and evaluation reports for low-value properties to support leasing, acquisitions, and dispositions.

Perform periodic reviews of the City's current real estate policies and by-laws.

Supervise the selection of and work performed by professional consultants engaged in real estate services.

Communicate information and ideas clearly and concisely to individuals or groups which may include senior management, professional consultants, staff, elected officials, tenants, property developers and the public.

Responsible to conduct successful and complex negotiations and strive for consensus under varied conditions.

Present recommendations regarding lease negotiations, appraisals, settlements, and expropriations.

Use knowledge of real estate practices and procedures, regional real estate market trends, and zoning by-law and official plan designations to provide guidance and recommendations to customers and internal client departments.

Other duties as assigned.

Qualifications, Competencies

University Degree in Business Administration, Geography, Urban Land Economics, or a related field.

5 years related experience in real estate property appraisals, and administrative work.

3 years experience negotiating terms and conditions of sensitive and/or complex property transactions, such as acquisitions, disposals, commercial leasing and development, preferably in a municipal or upper tier government setting.

Familiarity with the City of Kingston and its neighbourhoods may be an asset.

Strong commercial experience background may be an asset.

Skills, Abilities, Work Demands

Must have excellent communication, negotiation and conflict resolution skills with the ability to influence others.

Strong, effective customer service and interpersonal skills.

Ability to work in a team environment, liaise with key stakeholders and to function effectively with minimal supervision.

Advanced computer skills including MS Office.

Strong time and project management skills with the ability to multi-task.

Strong problem-solving skills with the ability to gather and interpret information.

Strong analytical and research skills with the ability to formulate solutions to complex issues requiring critical review of comprehensive appraisal and consultant reports, detailed commercial leases and unique purchase and sale agreements.

Proficient knowledge of related policies, real estate practices and procedures, the land title and registry system, official plans, surveys, property related legislation including various Acts and initiatives.

Ability to interpret zoning by-laws, official plans, surveys, maps, engineering drawings, financial statements, legal documents and contracts.

Valid class "G" driver's license.

Required to obtain and maintain a satisfactory criminal record check at candidates' expense.

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.