

The Maryland-National Capital Park and Planning Commission

TITLE: Land Acquisition Specialist GRADE: I CODE: 2367
SERIES: General Administrative DATE: 07/23/2013 FLSA: Exempt
EEOC: Professional

- assessments as well as handles other details that may arise at settlement. Secures deeds to acquired property, confirms property is added to Commission's inventory and forwards original documents for permanent filing in the Commission Records.
5. Assists in coordinating with all departments of the Commission, as well as other county, bi-county, state, and federal agencies having jurisdiction or interest in the land acquisition program.
 6. Makes written and oral presentations to the Planning Board, and County Council, Department management staff, and other political and civic groups on all proposed land acquisition contracts and agreements as well as on all Advance Land Acquisition Revolving Fund projects.
 7. Provides technical assistance to various private and public agencies on parkland acquisition matters.
 8. Communicates, by telephone or in person, one-on-one or in groups, with citizens, developers, engineers, surveyors, architects, and attorneys to answer questions and provide information relating to the land acquisition program.
 9. Assists in securing grant money from Maryland's Program Open Space (POS) for land acquisition projects. Prepares and files applications for all acquisition projects to be funded through POS. Resolves problems that may arise relative to project eligibility, conversion of use issues, and other administrative concerns.
 10. Assists in reviewing preliminary plans, site plans, mandatory referrals, building permit and special exception applications, and zoning petitions.

Important Worker Characteristics

- A. Fundamental knowledge of (1) land acquisition techniques; (2) land use; (3) appraisal procedures; (4) negotiation techniques; (5) condemnation and related court procedures; (6) taxation and tax benefits; (7) real estate; (8) laws and governmental regulations pertaining to land acquisition by a public agency; and (9) business administration.
- B. Ability to (1) negotiate routine land acquisition contracts; (2) read and understand deeds and other instruments of real estate conveyance, property descriptions, title abstracts; (3) establish and maintain effective working relationships with landowners, public officials, and other governmental agencies; (4) write a variety of correspondence and reports; and (5) apply principles to solve varied problems related to real estate transactions.

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Minimum Qualifications

1. Bachelor's degree or four years' progressively responsible experience in planning, park administration, business, or public administration, engineering, or related subjects; and
2. Two years of highly responsible and varied experience related to real estate management, land appraisal, and negotiating land and property acquisitions. Experience with a municipal jurisdiction is highly desirable; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office and conducts on-site field inspections. Considerable stress may be involved relative to land purchase contract negotiations.