

## The Maryland-National Capital Park and Planning Commission

TITLE: Senior Land Acquisition Specialist                      GRADE: J                      CODE: 2368  
SERIES: General Administrative                                      DATE: 07/23/2013                      FLSA: Exempt  
EEOC: Professional

### Class Definition

Under general direction, performs land acquisition and advance land acquisition negotiations of considerable difficulty. Negotiates for land approved for acquisition for parks, school, libraries, road rights of way, and other public uses. Work involves the administration, coordination, negotiation, and acquisition of all parkland and other land acquired through the Land Acquisition Programs (Non-Local Park Acquisition Program, Local Park Acquisition Program, Advance Land Acquisition Revolving Fund (ALARF), and Legacy Open Space (LOS). Performs related work as required.

### Examples of Important Duties

1. Determines the acquisition priorities for projects to be funded through the various land acquisition programs (Non-Local Park Acquisition Program, Local Park Acquisition Program, Advance Land Acquisition Revolving Fund (ALARF), and the Legacy Open Space (LOS). Determines acquisition priorities with Department Head. Explores options, provides data, and recommends courses of action to Department Head. Determines funding criteria, allocating resources, and pursuing land acquisitions.
2. Coordinates and participates in the negotiation and acquisition of real estate for future parklands. Negotiates with land owners based on appraisals. Negotiates land purchase contracts for approval by the Planning Board. Coordinates settlements for County and Commission land acquisition projects. Acts as agent for the County. Assists in the negotiation and acquisition of land for both park and non-park public uses through Commission's Advance Land Acquisition Revolving Fund (ALARF). Ensures ALARF criteria are met. Assists in preparing the Department's Six Year Capital Improvements Program (CIP) for property acquisitions shown on adopted master plans. Estimates costs and time schedules.
3. Handles the disposition of Commission owned land for utilities, road rights-of-way, and other public or quasi-public uses, including exchanges of land with the private sector, where appropriate.
4. Maintains and manages real estate records on all land owned and managed by the Department of Parks. Maintains records necessary for developing property value estimates to formulate recommendations for condemnations, or purchase of parkland and other properties.
5. Provides information and assistance on real estate matters to all Divisions of the Department involved in interagency coordination with Federal, State and County governments, and involved with community interactions on new and on-going projects. Responds to queries regarding parkland ownership from customers that

## The Maryland-National Capital Park and Planning Commission

TITLE: Senior Land Acquisition Specialist                      GRADE: J                      CODE: 2368  
SERIES: General Administrative                                      DATE: 07/23/2013                      FLSA: Exempt  
EEOC: Professional

are both within and outside the Department. Coordinates with Park Planning and Stewardship Division on park planning matters and parkland dedications received through the development review process.

6. Leads and coordinates activities of appropriate section personnel.
7. Represents the Commission at public meetings related to the land acquisition programs.
8. Coordinates with the Secretary-Treasurer and General Counsel, or their designees, in the preparation of information and materials required for financial transactions and legal transactions relevant to the land acquisition program.
9. Assists the General Counsel's office preparing for trials dealing with land matters and provides testimony in court or through depositions as required.
10. Makes presentations to the Planning Board on all proposed land acquisition contracts and agreements in the County as well as presentations to the County Council.
11. Interacts with development community on subdivision plans, site plan review, rezoning applications and other development activity.

### Important Worker Characteristics

- A. Considerable knowledge of: (1) real estate laws, regulations, principles, and practices; (2) negotiation techniques; (3) ) Commission regulations, County Code, Federal, and State statutes and regulations related to the acquisition and sale of Commission/County owned real property; (4) planning, zoning, life safety, and adequacy of sites; (5) disposition and/or condemnation and related court procedures; (6) taxation and tax benefits; (7) contracts and transactional documents; and (8) management principles.
- B. Ability to: (1) negotiate land acquisition contracts; (2) read and understand deeds and other instruments of real estate conveyance, property descriptions, and title abstracts; (3) establish and maintain effective working relationships with landowners, public officials, and other governmental agencies; (4) write a variety of complex correspondence and reports; and (5) apply principles to solve varied and complex problems.

### Minimum Qualifications

1. Master's degree in Real Estate, Business Administration, Public Administration, or a related field, plus three years of highly responsible and varied experience related to

## The Maryland-National Capital Park and Planning Commission

TITLE: Senior Land Acquisition Specialist                      GRADE: J                      CODE: 2368  
SERIES: General Administrative                      DATE: 07/23/2013                      FLSA:  
Exempt  
EEOC: Professional

- real estate management, land appraisal, and negotiating land and property acquisitions. Experience with a municipal jurisdiction is highly desirable; or
2. Bachelor's degree in Real Estate, Business Administration, Public Administration, or a related field, plus five 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 visits. Considerable stress may be involved relative to land purchase contract negotiations of this position.