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

Class Definition

Under direction, performs land acquisition work involving considerable responsibility, complexity, and variety. Work involves assisting in 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 the Legacy Open Space (LOS). Performs other related duties as assigned.

Examples of Important Duties

- Assists in the negotiation and acquisition of real estate for future parklands.
 Negotiates with land owners based on appraisals. Initiates contact with property owners to advise of pending acquisitions. Arrives at mutually acceptable purchase price with property owners. Obtains independent appraisals on each property to be acquired. Reviews appraisals for accuracy and determines amount to be offered.
- 2. 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. Completes various acquisition projects approved by the CIP.
- 3. Drafts legal documents necessary to secure negotiated acquisitions such as Land Purchase Contracts, Option Agreements, Easements, Leases, etc. using established forms and recommending modifications required by individual situations. Obtains final approval of legal documents from either the Commission's Legal Office or the County Attorney's Office prior to documents being fully executed. Presents acquisition contracts to the Planning Board, County Council and/or County Executive's Office with recommendations for action. Tracts the processing of all contracts for acquisition through the Commission's Administrative Offices and/or forwards contracts to the County Government for processing through the County Attorney's Office.
- 4. Follows through on settlements for routine real estate purchases. Works with the County Attorney's Office and private attorneys in preparing for settlements. Orders and reviews title reports, approves settlement sheets, requests checks or fund wires for payments and securing title insurance policies when appropriate. Orders property surveys from private survey and engineering firms. Reviews survey plats and descriptions for accuracy and forwards to settlement attorneys for use in preparing deeds. Assists in resolving issues dealing with the collection of transfer taxes, payoff of front benefit charges, delinquent real estate taxes and special

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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

 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.