



CITY OF SHREVEPORT  
CLASS SPECIFICATION  
Unclassified Position  
Senior Property Development Specialist

EFFECTIVE: 10/15/2021  
DATE ADOPTED:

GRADE: Unclassified  
CLASS NO:

**PAY RANGE**      **\$80, 000**                      **Annually**

**ESSENTIAL DUTIES:**

- 1). Serves as Deputy Assistant to OED Director, with specific regard to property research, property development and related matters, and may perform associated duties in the Director's absence. Manages initiatives, projects, internal and external stakeholders with regard to research, acquisition, assemblage, improvement or disposition of property in which the City has an interest, or as otherwise directed by the Director.
- 2). Researches court, public and private data source records for necessary information; serves as a subject matter expert with regard to transaction closings; reviews files and records to ensure compliance with local, state, and federal guidelines. May process real estate documents in support of the City Property Office to complete transactions of interest to the City. May inspect and recommend disposition of city-owned property or related rights; monitor condition of leased properties, as well as compliance with terms and conditions of leases; and/or manage or engage directly with tenants. Will provide information to Purchasing Department with regard to disposal of surplus properties; assure compliance with City, State and Federal regulations governing City disposal of property, and in particular disposal of property acquired with Federal or other 3<sup>rd</sup>-party participation.
- 3). When directed, may negotiate for acquisition of property, servitude, rights-of-way or other property rights; assist in preparation of closing packages; provide information to and coordinate with appraisers, attorneys and other professionals to allow transfer of merchantable title to city; assure application of federal, state, and local guidelines to projects as required; coordinate with City Attorney's Office to address legal technicalities. Performs other duties as assigned.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Significant relevant experience in one of the following disciplines: Real Estate Business Management, Urban Planning, Architectural Design, Civil Engineering or Commercial Construction.

**MINIMUM PREFERRED QUALIFICATIONS:**

- 1). High school diploma or GED.
- 2). At least (7) seven years' experience in:
  - a. Property development;
  - b. Real estate sales or management;
  - c. Negotiation for property rights acquisition; or,
  - d. Other related real estate work.
- 3). Required experience or ability may have been acquired by any demonstrable combination of college courses, training or direct experience.
- 4). Ability to communicate effectively with both public and private property owners; ability to assemble, prepare and report technical data; ability to prepare land abstracts; ability to understand and follow oral and written instructions; ability to establish and maintain effective relationships with other employees, superiors, and the general public.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials. Tasks require perception and discrimination of visual and oral communication ability.

**WORK ENVIRONMENT:**

Tasks are regularly performed without exposure to adverse environmental conditions.

**NORMAL PROMOTIONAL PATH FROM THIS CLASS:** Any higher class or level for which eligible and qualified.

“Please send resume and cover letter via email to [drew.mouton@shreveportla.gov](mailto:drew.mouton@shreveportla.gov) by December 31<sup>st</sup>.”