NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Real Estate Administrator 3	CODE: 84597C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from deputy director, plans, directs & administers entire real estate program for assigned agency;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	25-35	Works with agency director & other department executives in all matters affecting highway right of way, acquisition, relocation & property management & works with other officials in matters relating to real estate for aviation purposes & property for transportation purposes & on matters of mutual concern (e.g., planning, programming, public hearings, condemnation, legal positions) (i.e., in Department of Transportation); or establishes policies & procedures on development, operation & planning regarding maintenance & operations of hydraulic reaches of Ohio canals, construction & remodeling of state owned & leased space, sale & leasing of state owned lands & minerals, appraisal negotiation, condemnation & purchase of lands & buildings for various state agencies & universities & management & leasing of subaqueous lands of Lake Erie (i.e., in Department of Administrative Services).	Knowledge of (1) business administration, (2) real estate, (3) finance, (4) principles of civil engineering*; ability to (5) define problems, collect data, & draw valid conclusions, (6) calculate fractions, decimals & percentages, (7) develop good rapport with high level government officials.
2	38-58	Plans, organizes, directs work programs & staff in all real estate bureaus (i.e., Real Estate Administration, Right of Way, Appraisal, Acquisition, Relocation Assistance, Utilities & Properties, Resource Development) & in regional offices for assigned agency or Real Estate Bureau in Division of Public Works, Department of Administrative Services which involves wide variety of activities (e.g., fiscal & budgeting, funding, scheduling, programming, contracting, law interpretation, research, negotiation, condemnation, title search, deed preparation, ethics, property management, property inventory, demolition, personnel matters, employee training, records systems).	Knowledge of 1, 2, 3, (8) employee training & development; ability to 5, 6, (9) gather, collate & classify information about data, people or things, (10) prepare contracts & other legal real estate documents, (11) establish friendly atmosphere as administrator of large section.

(1202)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of coursework for graduate field of study in business administration (i.e., real estate & urban analysis) as required by college or university & 2 yrs. exp. in real estate field, or completion of undergraduate major core coursework in business administration as required by	TRAINING & DEVELOPMENT:

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Real Estate Administrator 3	CODE: 84597C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	9-15	Represents agency & director in entering into agreements with other state agencies & with county & community government groups (e.g., negotiates & directs negotiations, oversees & participates in providing of services, arranges payments).	Knowledge of 1, 2, 3, (12) public relations; ability to 5, 6, 7, 9, 10.
4	7-13	Directs collection of information concerning budgetary needs & projections; prepares annual budget request.	Knowledge of 3; ability to 9, (13) prepare accurate, meaningful & concise reports.

(1203)

123: 1-7-77

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* college or university & 5 yrs. work exp. in field of real estate (or 7 yrs. work exp. in real estate field); or equivalent.	TRAINING & DEVELOPMENT: