

# EMPLOYMENT OPPORTUNITIES

APPLICATIONS ACCEPTED  
MONDAY - FRIDAY 8 AM - 5 PM

CIVIC CENTER COMPLEX  
825 WEST IRVING BLVD  
IRVING, TEXAS 75060  
(972) 721-2696

WEBSITE ADDRESS [www.cityofirving.org](http://www.cityofirving.org)

*October 13, 2016*

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## REAL ESTATE ADMINISTRATOR ECONOMIC DEVELOPMENT DEPARTMENT CITY OF IRVING, TEXAS

FULL PAY RANGE IS \$5,748 - \$8,107 PER MONTH

Duties include analyzing, recommending, negotiating and finalizing real property acquisition or use of real property by the City; procuring and reviewing appraisals; handling budget preparation and administration for Real Estate Services and tracking expenditures needed to fund right-of-way acquisitions; reviewing property acquisitions with engineering staff or others to determine the methods and procedures to accomplish project goals; managing all surplus property, overseeing inventory records and handling necessary sale and/or abandonment of property; preparing and presenting agenda items and issues for City Council consideration; and administering resident relocation programs and demolition projects. Duties also include overseeing and evaluating the work of assigned staff; answering questions and providing information to the public and City officials; preparing and maintaining records for all acquisitions; and attending various meetings and public hearings. Duties will encompass regular interaction with property owners, real estate appraisers, attorneys and the other parties.

A Bachelor's degree, or equivalent, with a major in business administration, real estate or a related field; and five years of property acquisition, real estate or appraisal experience, as well as two years previous supervisory experience required. Must have, or be able to obtain, valid Class C Texas driver's and real estate licenses and real estate appraisal state certification.

*Application may be submitted online at [cityofirving.org](http://cityofirving.org).  
Jobs close at 5:00 p.m. on the closing date posted on the City website.*

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Qualifications given in the job description in this flyer represent only the minimum qualifications necessary to perform the essential functions of the job. In addition to these qualifications, the minimum age requirement for regular full-time and part-time employment is 18, with the exception of Aquatic Center Lifeguard (PT); for seasonal employment, the minimum age is 16. Preference for interviews by the department are given to the most qualified applicants who may possess more specific education and/or experience than is given in a particular job description. Duties shown in the job description represent a summary of the essential duties and responsibilities. An applicant wishing to apply for a different position while still under consideration for another must complete a new application.



City of Irving | 825 W. Irving Blvd. | Irving, Texas 75060  
**Equal Opportunity Employer**

The City of Irving does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.