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About Us

The City of Fort Worth is the 15th largest city in the U.S. and the fastest growing among large cities. Fort Worth has received multiple accolades, including number one Downtown (Livability), and the second-best City in the nation for Job Seekers (Forbes). Our employees serve the needs of over 800,000 residents. We are seeking individuals that reflect our values of exceptional customer service, mutual respect, embracing our diversity, continuous improvement, ethical behavior, and accountability.

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Land Agent

Pay Range From **50,752.00**

Pay Range To **65,978.00**

Closing Date **9/11/18**

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Requisition Number:

50905

Department:

Property Management

Full-Time/Part-Time:

Full-Time

Regular/Temporary:

Regular

The **Land Agent** position in the Property Management Department will report to the Real Property Manager in the Real Property Division and assist in the negotiation and acquisition of land and easement rights, management and disposition of City-owned and tax foreclosed property and negotiation and management of various types of City property leases. The successful candidate will perform a wide variety of complex negotiations, research, and

support duties related to land acquisition, property management and leasing including verification of property ownership; calculation of mineral interest; drafting and negotiating purchase and sales contracts and leases; assuring lease compliance; working with City departments, non-profits and other entities in assuring effective management of City resources. Preference will be given to candidates with experience in eminent domain related acquisitions, survey and land valuations.

Qualifications:

Bachelor's Degree from an accredited college or university with major coursework in Real Estate, Public Administration, Business Administration or a related field **PLUS** two (2) years of increasingly responsible real estate appraisal, title examination, acquisition, leasing and/or disposition of real estate required. Experience in local, state or federal eminent domain acquisitions is a plus.

The ideal candidate must have the ability to effectively interpret, communicate and apply statutes as they relate to the disposition of City property, identify the potential impacts of public projects to privately owned property, demonstrate an ability to successfully negotiate and close complex real estate transactions, and to perform a variety of analytical and administrative tasks relative to the assigned area of responsibility.

The successful candidate will have a high level of integrity with a strong sense of urgency and a focus on service to internal and external customers.

Specific key competencies include:

- Strong negotiation skills with ability to persuade through consensus building;
- Excellent written and oral communication skills;
- Ability to deal with dynamic personalities; and
- Demonstrated ability to manage multiple complex projects.

Selected candidate must be proficient in Microsoft Word, Excel, PowerPoint, and Access. Proficiency in Geographic Information System software is a plus. Preference may be given to bilingual candidates proficient in Spanish, relevant real estate and lease management experience, certifications and licenses relevant to the vacancy.

Other Requirements:

Candidate must possess a valid Class "C" drivers' license and acceptable driving record.

Possession of a Real Estate License issued by the Texas Real Estate Commission is required.

Possession of, or ability to obtain, a Notary Public Certificate.

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Conditions of Employment

Candidates who do not meet the Education requirement, may be considered if they have more relevant work experience than the position requires. Those selected for employment will be required to pass Pre-Employment checks depending on the position requirements. Those could include, but are not limited to: criminal background check, drug screen, education verification, etc. Criminal convictions will be considered on a case by case basis. Employees are paid by direct deposit only. Equal Opportunity Employer.

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