



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

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| Call Number: | 2024 - 84 |
| Position: | Manager of Realty Services |
| Type of Vacancy: | Permanent |
| Work Schedule: | Monday to Friday, 8:30 am to 4:30 pm (35 hours per week) |
| Location: | City Hall (4310 Queen Street, Niagara Falls) |
| Salary/Wage Range: | \$101,558 to \$126,947 per year Plus, a comprehensive benefits package and defined benefit retirement pension |
| Date Posted: | November 12, 2024 |
| Closing Date: | November 25, 2024 at 4:00 pm |

Further details on this position are attached.

To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on November 25, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: **Manager of Realty Services**

POSITION SUMMARY: The Manager of Realty Services plays a vital role in aligning land (real property) strategies with the City's corporate objectives and overseeing a comprehensive range of realty services that facilitate City operations. This includes, but is not limited to, land acquisition, disposition of surplus properties, road closures, encroachments, easements, managing negotiations, appraisals and valuations, performing title searching and information retrieval, as well as overseeing license and lease agreements.

DIVISION / DEPARTMENT: Corporate Services

RESPONSIBLE TO: General Manager of Corporate Services (with a dotted line of responsibility to the CAO).

SUPERVISES: N/A

RESPONSIBLE FOR:

1. Establishing and managing the realty services program for the City by coordinating activities, establishing work plans and expectations, and developing best practice policies, procedures and processes to support a progressive corporate real estate function.
2. Leading internal clients in coordinating and realizing high-profile land strategies for acquisition, the disposal of surplus properties with the goal of maximizing value to the City. Key internal clients will include Municipal Works and our Facilities team.
3. Coordinating and overseeing license and lease agreements, encroachments, easements, road closures and conveyances.
4. Negotiating agreements including direct contact with all involved parties/owners, external groups, realtors, appraisers, surveyors, government bodies and others to complete required activities and meet specified deadlines.
5. Receiving and responding to inquiries received from the general public, lawyers, real estate agents, City departments, utilities, authorities, school boards, and provincial agencies by researching, investigating, analyzing and resolving property matters, while facilitating efficient and positive working relationships.
6. Requesting, reviewing and interpreting real property appraisals and their approaches using industry standard practices and principles and where necessary requesting updates/revisions in order to establish valuations for property acquisitions, disposals and license/lease rates.
7. Circulating notices for surplus lands in accordance with the City's policies and procedures in accordance with the Municipal Act.
8. Coordinating regulated processes related to land transactions and planning/development approvals, collaborating with other subject matter experts on official plan amendments, zoning by-law amendments, expropriation processes and more.

9. Conducting title searches in accordance with the Land Titles Act and the Registry Act utilizing Teraview and the ONLAND Property Records Portal. Reviewing and interpreting property information including PIN printouts, registered documents, confirmation of accuracy of legal descriptions (by reference plan and metes and bounds), reviewing Teraview mapping, deposited reference plans, registered subdivision plans, highway widening and expropriation plans. Identify and resolve discrepancies and deficiencies of title in consultation with the Land Registry Access system. Conducting business and corporate searches as required.
10. Understanding and interpreting drawings, draft survey plans and registered survey plans as they relate to real property easements, acquisitions, dispositions, etc.
11. Providing advice and guidance to internal clients and Council on realty services matters, processes and issues. Preparing and present written or verbal reports, statistical information, policies and procedures and/or recommendations to Corporate and Senior Leadership Team(s), departmental staff, Council, external stakeholders/agencies and the public as required.
12. Maintaining close relationships with Legal Services and other internal stakeholders to ensure all real estate needs, contracts, agreements, by-laws and strategies are proper and executed.
13. Participating in corporate, divisional and departmental teams and committees as a representative for realty services.
14. Performing other related duties as required.

POSITION REQUIREMENTS:

- Post Secondary degree or diploma in a related field (i.e. Law Clerk, Real Estate, Business Administration, Land Use or Urban Planning, Geography, etc.).
- Minimum of five (5) years current work experience in realty services including negotiations, appraisals, land titles, and execution of realty strategy.
- Preference will be given to those with public sector experience.
- Member in good standing with the International Right of Way Association (IRWA).
- Sound technical knowledge of real estate principles including, real estate law and applicable legislation, appraisals, as well as knowledge of road closures and conveyances, land registry procedures, legal surveys, planning documents engineering drawings as they relate to municipal real estate matters.
- Good understanding of municipal government combined with excellent organizational skills and customer service orientation.
- Proven communication, interpersonal skills and attention to detail.
- Proficiency in MS Office suite software (e.g. Word, Excel, PowerPoint, Outlook, Teams), PDF software (Adobe, Foxit) and understanding of GIS, MPAC assessment software.
- Valid Ontario driver's license (Class G) and access to a reliable vehicle.