
Real Estate Land Use Professional (0264) (Hybrid Eligible)

Job Category: Business

Supervisor: Michael Singer

Requisition Number: REALE002386



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Posted: March 12, 2024

Full-Time

2379 Broad Street
Brooksville, FL 34604, USA

Job Details

Description

Work for Our Water Resources.

Help protect one of Florida's most vital resources — water — with a career at the **Southwest Florida Water Management District (District)**.

The District is a government agency whose mission is to protect water resources, minimize flood risks, and ensure the public's water needs are met. We serve a population of nearly 6 million people in west-central Florida as directed by state law.

Join our Land Resources Bureau

Here is your opportunity to support our Real Estate Services Section within our Land Resources Bureau. This position encompasses a wide variety of responsibility including land use, land acquisition, title work, and appraisals conducted under the District's Land Resources program. You will be responsible for developing, managing, and evaluating land use requests to promote efficient and appropriate use of District lands, as well as developing, negotiating and implementing land use agreements between the District and its cooperators. You will also review, evaluate, and manage real estate purchase and sale contracts as well as review of title work, appraisals, and closing documents. The Real Estate Land Use Professional will be responsible for review, evaluation, drafting, and management of various documents associated with temporary and less than fee interests in District lands or obtaining temporary and less than fee interests in land on behalf of the District. This position may also function as a project manager role responsible for conducting difficult and complex negotiations with landowners. You will also be responsible for participating in emergency management activities and other departmental activities. This opportunity offers an ability to make an impact on the organization and provides flexibility and a true work-life balance. You'll have the chance to work with a wide range of teams in this promising position, each of which plays a vital role in our efforts to preserve our most valuable natural resources. Using your expertise, you'll play an important role in enhancing the results to ensure a brighter future for the environment of Florida.

The District supports employees who prefer flexible schedule or a remote work schedule so that they can enjoy their time outside of the District through work-life balance. This role is considered hybrid, which means the employee will be required to come on-site for periodic meetings and work a portion of their time remotely (must live in Florida). Come build a career that is challenging, fulfilling, and helps support the District's mission to protect Florida's water resources.

District employees are offered an excellent total rewards package that includes:

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| <ul style="list-style-type: none"> • Florida Retirement System (FRS) (employer 13% contribution + employee 3%) • 9 paid holidays (+ 1 floating holiday) • Generous vacation and sick leave • Medical and dental insurance (91- 97% District paid) • Vision insurance • Deferred compensation Program • Basic and voluntary life and AD&D insurance • Long-term disability (District Paid) • Prescription drug coverage & mail order program • Health savings & flexible spending accounts | <ul style="list-style-type: none"> • Flexible schedule for Work-life balance • Legal and Identity Theft protection • Wellness program • Public service loan forgiveness qualified employer • Tuition reimbursement (\$5,250/year) • State adoption benefit qualified employer • Employee Assistance Program (EAP) • Transfer in years of service for other public sector work – towards the FRS program and sick time |
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Starting Compensation:

\$46,737.60 - \$55,175.00

The **starting** salary range for the Real Estate Land Use Professional position reflects the *minimum to 25% of the compensation*. The starting salary will be based on the education and experience of the successful candidate. The District conducts annual performance evaluations that may award applicable pay increases based on positive employee performance.

Essential Functions

- Functions as project manager for entire project area
- Draft, amend, and manage cooperator agreements with other state and local government agencies relating to District-owned lands
- Develop and implement monitoring protocols for various cooperator programs which will ensure conditions of the programs
- Assist with acquisition of or conveyance of certain property rights including but not limited to fee acquisitions, easements, licenses, leases, rights-of-way and other property interests in support of District projects
- Contacts landowners and explains the District's real estate activities, programs, and purposes
- Prepare legal documents, review of title and other public records to determine ownership and encumbrances as well as maintaining accurate and complete records for same

Working Conditions

Approximately 80% of work is conducted in a standard office environment, with the remainder conducted in the field under varying and occasionally rugged conditions. Work activity is primarily sedentary with ability to perform continuous repetitive tasks, such as keyboarding, with one or both hands. Work activity frequently requires bending, lifting and carrying up to 10 pounds and occasionally lifting and carrying up to 50 pounds. Travel is required and is generally during the work day. Must be able to operate automotive equipment for 2 or more hours at a time.

Employee *may* be subject to call-in outside of regularly scheduled work hours, or required to be on call, including on nights, weekends or holidays, to respond to emergency management activities or other incidents requiring rapid response in support of District operations.

Required Credentials for Real Estate Land Use Professional

- High School Diploma or Equivalent and eight (8) years related work experience in real estate, legal, or related field **OR** Associates degree and six (6) years related work experience in real estate, legal, or related field **OR** Bachelor's degree and four (4) years related work experience in real estate, legal, or related field.
- Valid driver's license

Preferred Credentials for Real Estate Land Use Professional

- Supplemental courses in the principles and practices of real estate
- State Certified General Appraiser

Application Process

The District will determine eligibility for employment solely from the information provided on a District employment application. All applicants are required to complete, in full, the District employment application. Incomplete applications will not be considered. A resume **will not** be considered as a substitute for the required District application for the purpose of qualification. Applicants who are within 30 days of graduation, if selected are not allowed to start until all minimum qualifications are met.

Additional Details

The primary work location for this position is out of the Brooksville, FL office. This position is eligible for compensatory time for hours worked over 40 hours, in a week.

Yes. Some travel, using District vehicle, within District's coverage area.

Accepting applications until April 8, 2024 at 4:00 PM

About Us

The District is responsible for managing the water resources for west central Florida which includes approximately 10,000 square miles of territory spanning 16 counties and serving more than 6 million residents. Established in 1961 as a flood-protection agency, our objective is to meet the needs of current and future water users, protect and preserve our water resources, manage the water supply, protect water quality, and preserve water-related functions.

Apply Now

Start and grow your career with the District! The District prides itself on providing a positive work environment that engages and supports our employees through flexible and remote work schedules. We provide and support learning and development for staff at all levels including conferences, association memberships, and formal education. Let us know if you have previous public sector experience that may allow for additional perks! Click on the link to apply.

#WorkForOurWater

Equal Employment Opportunity/Veterans Preference/Drug-Free Workplace/Tobacco Free Campuses.

All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, sex, marital status, familial status, or medical condition. All recruitment, hiring, placements, transfers and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation(s).

The Southwest Florida Water Management District (District) does not discriminate on the basis of disability in regard to job application procedures, hiring, and other terms and conditions of employment. It is further the policy of the District to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. If you require reasonable accommodation in completing an application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office Chief, at 2379 Broad St., Brooksville, FL 34604-6899; telephone (352) 796-7211 or 1-800-423-1476 (FL only); or email ADACoordinator@WaterMatters.org. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice). In the event of a complaint, please follow the grievance procedure located at WaterMatters.org/ADA.

The District participates in E-Verify employment eligibility verification. We will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The District does not sponsor applicants for work visas.

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