



**Manager of Real Estate
(Regular Full-Time)**

**Section: Properties
Division: Finance, Assets and Fleet
Department: Corporate Services**

Job Opening ID 1006

Posting Date: March 06, 2023 – Closing Date: March 27, 2023

Job Description

Section: Real Estate
Division: Legal and Clerk's Services
Department: Corporate Services

Job Status: Permanent position
Number of Vacancies: 1
Affiliation: Non union
Hours of Work: 70 hours bi-weekly
Shift Work Required: No
Range/Rate of Pay: Group 14 \$3,995.60 to \$4,700.50 bi-weekly

The start date will follow the selection process.

Main Function: Manage all activities pertaining to Real Estate activities including providing advice to departments, leading negotiations for acquisitions, dispositions, leases, easements, rights of way, etc., and manage the Real Estate inventory with a focus to achieve full utilization.

Characteristic Duties: Under the general direction of the City Solicitor and Clerk.

1. Manage activities, implementation, and specific control of all appraisals associated with acquisition and disposal of property.
2. Conduct property negotiations related to the purchase, sale, leasing of property, expropriation, settlement of claims for disturbance, damages, injurious affection, or business losses under the *Expropriations Act*, making recommendations in accordance with City of Greater Sudbury (CGS) Property By-law, and pending approval by council.
3. Act as principal advisor on real estate matters for the Real Estate Section, the corporation, and council. Analyse data and make recommendations on acquisition, leasing, or disposal of property.
4. Provide direction to staff for the completion of transactions to be approved and executed by the City Solicitor and Clerk. Follow-up to ensure that all documents and surveys are accurate.
5. Lead the management of surplus property and select appropriate course of action (e.g., sell, lease, or retain),

- based on input from other CGS departments and obtain concurrence of council.
6. Manage the Property Administrator(s) and the appraiser; conduct annual performance appraisals and salary review; hire, promote, discipline, or recommend discharge in accordance with policies and procedures. Represent management at grievance procedures in accordance with any respective collective bargaining agreement.
 7. Prepare and administer the budget for the Real Estate Section.
 8. Liaise with other CGS departments/divisions/sections to establish priorities in support of council's vision, mission, and goals.
 9. Establish, maintain, and administer policies and procedures for the section.
 10. Develop training programs for staff when required. Plan and conduct orientation and meetings with staff and the public.
 11. Meet with the public, members of council and/or departments to resolve disputes arising from real estate issues.
 12. Maintain a Property Register of CGS owned properties as required under the *Municipal Act*, and thorough knowledge of the Property By-law and *Expropriations Act*: procedures for the inventory of lands, the acquisition of lands, the disposition of surplus property, and appraisals.
 13. Review the assessment of CGS properties as required and advise the Municipal Property Assessment Corporation if corrections are required. Request a reconsideration and file assessment appeals when required.
 14. Attend and make presentations at meetings of council and relevant committees of council or boards associated with the real estate matter as required.
 15. Keep abreast of market conditions and trends, socio-economic activities, federal and provincial laws and regulations, and municipal standards, engineering standards, codes and by-laws affecting real property.
 16. Act as CGS representative in court proceedings.
 17. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable provincial legislation listed therein.
 18. Perform other related duties as required.

Qualifications

Education and Training:

- Successful completion of a university degree in Business Administration, Economics, or other related disciplines.
- Appraisal designation, or Real Estate Licence an asset.

Experience:

- At least six (6) years of experience performing a similar function and broad experience in real estate matters.

Or

Education and Training:

- Successful completion of a college diploma in Business Administration or other related disciplines.
- Appraisal designation or Real Estate Licence an asset.

Experience:

- At least eight (8) years of experience performing a similar function and broad experience in real estate matters.

Knowledge of:

- Applicable legislation and related regulations (e.g., Ontario Municipal Board, Planning, Engineering Standards, Real Estate Law, MPAC, Building Code, Assessments, *Landlord and Tenant Act*, Electrical Safety Authority, and AODA requirements).
- Current and emerging management issues within CGS as they affect the section.
- Best practices within areas of responsibility.
- Negotiation skills and tactics.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.
- Demonstrate ability to work with computer software and administrative systems in a Windows environment (e.g., file maintenance, word processing, spreadsheet applications, information input and retrieval, etc.).
- Working knowledge of *the Occupational Health and Safety Act*.

Abilities to:

- Communicate effectively and possess effective interpersonal skills and the ability to deal diplomatically with all people.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Balance conflicting demands from stakeholders.
- Anticipate and manage the impact of change of the section's activities.
- Respond quickly to emerging opportunities or risks.
- Provide a stabilizing influence within the section.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Leadership Competencies:

Tactical Coordination and Direction (I)

Competency	Competency Definition	Le
Shaping the Future		
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	
Delivering Business Results		
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	

Aligning People & Teams		
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	
Enhancing Personal Effectiveness		
Commitment to Continuous Learning	Continuously develop and enhance one's own and others' personal and professional skills, knowledge and abilities.	
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	

For more information on leadership competencies, please see our [Leadership Competency Dictionary](#).

How To Apply

We must receive your resume before 11:59 p.m. on Monday, March 27, 2023. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc

- .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
 5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca