



Position: Real Estate Valuation Advisor

Competition Number: 2021-EX-EN-53306131-01

Competition posting date: 2021.06.18

Competition closing date: 2021.07.02

Planning, Infrastructure & Economic Development Department, Corporate Real Estate Office, Realty Services Branch

2 Full-time Temporary Positions (up to 1 year) - 35 hours/week

Affiliation: CIPP

Salary: \$82,815.46 to \$100,775.22 annually (2019 rates of pay)

Location: 110 Laurier Avenue West

(Temporarily working remotely due to Covid-19)

Category: Current Opportunities

Employment Group: Planning/Development/Urban Design

Job Summary

Provides comprehensive day-to-day or strategic real estate valuation services for City properties and projects, in the following areas: acquisition, disposal, leasing, development planning and asset management.

Incumbents perform research/analysis, participate in the development of project, capital and operating budgets, communicate with various internal and external parties, oversee external real estate consultants (e.g. appraisers, real estate agents, etc), and fulfil documenting and reporting requirements relating to their assignment.

Incumbents lead Real Estate Advisor 1 employees on cross-functional teams, or for specific projects, and provide oversight of data collection by clerical support staff.

Education & Experience

Four year university degree in Business Administration, Commerce or related program acceptable to enroll in the Accredited Appraiser Canadian Institute Program.

5 years of progressive real estate appraisal experience (residential commercial, institutional, land, etc), additional notable experience would include the following: real property acquisition/disposition, property management/leasing, multiple stakeholder negotiations, encroachment, land management, real estate financial analysis/administration, expropriation and/or environmental assessments). At least 3 of these years should have included experience in a municipal government setting or experience with providing appraisal assignments for Municipalities.

Language, Certificates & Licenses

- AACI (Accredited Appraiser Canadian Institute) from the Appraisal Institute of Canada. Must be a member in good standing with the Appraisal Institute of Canada.
- Members without the AACI certification will be considered pending they can complete the program within two years.

A valid Ontario unrestricted "G" class driver's license (or provincial equivalent) with no more than 6 demerit points accumulated.



English oral, reading, writing required.

Knowledge

- Knowledge of recognized appraisal methodology, the process, plans, surveys, etc,
- General knowledge of Federal/Provincial/Municipal legislation applying to real estate principles and practices, including the Registry Act, Land Titles Act, Municipal Act, Planning Act, Commercial Tenancies Act, Residential Tenancies Act, the Environmental Protection Act and regulations
- Knowledge of legal agreements as they apply to real property transactions in Ontario, including agreements of purchase and sale, agreements specific to the Expropriations Act, easements, lease agreements, licences, and a sound understanding of contract and real property law
- Knowledge of City processes relating to real estate/real property (e.g. land acquisition, disposal, leasing, management and/or environmental assessments)
- Knowledge of the Expropriations Act of Ontario, including the process, rights and obligations of the expropriating authority and the property owner
- General knowledge of the environmental site assessment process
- Current knowledge of the Ottawa real estate market and general realty market trends
- Knowledge of preparation of Request for Proposals (RFP's) and Standing Offer Agreements (RFSO's)
- Principles of project management (desirable)
- Technical report writing
- Knowledge of financial principles and analysis
- Knowledge of applicable health and safety legislation, including the rights and duties of workers.

Competencies & Skills

- Self-motivated, and able to work with minimal direction in a fast-paced, multi-project environment, and collaboratively with others when leading/participating as part of a multidisciplinary team to influence problem solving and decision analysis
- Possess strong organizational skills and flexibility to plan, initiate, organize and prioritize own work and lead the work of others to effectively manage competing demands, conflicting priorities, sensitive issues, pressures and deadlines
- Possess computer literacy in MS Office Suite in a Windows environment, including use of Intra/Internet
- Able to use/learn other advanced computer applications or software specific to the work assignments (databases, GIS)
- Possess a high degree of accuracy and ability to write appraisal reports designed to secure land interests for the City and/or releases
- Possess research skills and the ability to interpret/analyze/evaluate issues and to make decisions/formulate recommendations
- Able to perform financial analysis and accurately estimate project costs on an ongoing basis
- Able to write comprehensive reports prepared in formats conducive to various audiences and City Council
- Possess strong presentation abilities, in order to appear before the public, Committees or Council to present information and recommendations on property related issues
- Possess excellent interpersonal, communication, and public relations skills
- Demonstrated ability to select and effectively manage the work of consultants retained to provide real property reports\
- Proven negotiation skills to conduct successful negotiations with a wide variety of internal/external stakeholders and/or their agents, to secure the required property interests for the City
- Possess conflict resolution skills to influence decisions, at times under adverse conditions

*If this opportunity matches your interest and profile please apply online by using the "**Apply**" button. If this is your first online application please refer to our resources on how to apply for jobs online.*

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.



The City of Ottawa is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The City encourages applications from all qualified individuals.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.