

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: REAL ESTATE DEPARTMENT

POSITION: TRANSACTION SPECIALIST

POSITION SUMMARY

The Real Estate Department supports the URA mission by building market strength through buying and selling underutilized property for redevelopment. The Real Estate Department works with communities and local stakeholders to determine the highest and best use of properties and return distressed properties to the tax rolls; stabilizes and stewards properties in its ownership and allows/enables interim uses; and collects and analyzes data to inform internal and external decision making.

The Transaction Specialist is responsible for assisting the Real Estate Department in carrying out duties related to all aspects of public and private property acquisitions and with dispositions of real property for redevelopment, with a focus on administration, document and process management, coordination and communication, and data integrity. This position is responsible for ensuring the numerous, detailed steps involved in property transactions are completed in an accurate, timely and efficient manner. This position will also lead the Real Estate Department's efforts in migrating its transaction management from a paper-based to largely electronic system. Work is performed independently according to guidelines of the URA and under the supervision of one or more Real Estate Officers and the Real Estate Director.

ESSENTIAL FUNCTIONS

- Assisting with all aspects of property conveyance for major redevelopment projects as part of a team of professionals, which includes:
 - Attending project meetings
 - Preparing URA Board agenda items
 - Preparing memos and correspondence regarding URA Board actions
 - Coordinating preparation of City Council legislation as required
 - Requesting and reviewing Qualified Buyer and Debarment checks
 - Drafting proposal packages, disposition contracts and deeds
 - Reviewing submitted proposal packages for completeness
 - Preparing memos related to approval of project drawings and financing
 - Coordinating with title companies to arrange zoning certificates, tax certificates and dye tests
 - Reviewing settlement statements
 - Obtaining certificates of Board resolution
 - Coordinating execution of closing documents
 - Representing the URA at closings and preparing post-closing documents, including but not limited to: notices of conveyance, check deposit memos, and finance memos
 - Assisting with development-period monitoring and reporting
 - Assisting with post-completion project close-out
- Assisting with all aspects of public and private property acquisitions, which includes:
 - Attending project meetings
 - Researching requested/offered parcels
 - Preparing concurrence memos
 - Drafting offer letters
 - Drafting agreements of sale
 - Preparing URA Board agenda items

- Coordinating preparation of City Council legislation as required
- Tracking property acquisitions through the tax foreclosure process
- Disseminating property acquisition updates to relevant URA departments
- Tracking title commitments and title research
- Reviewing title commitments
- Preparing requests for validation
- Coordinating docket satisfactions
- Reviewing settlement statements
- Preparing check or wire transfer requests
- Coordinating execution of closing documents
- Coordinating recordation of deeds
- Preparing notices of acquisition
- Tracking acquisition costs
- Following up on title insurance policies
- Creating, maintaining, and organizing electronic and paper acquisition and disposition files in accordance with URA procedures
- Updating and keeping various real estate tracking databases current
- Assisting with on-going Real Estate Department archiving
- Performing other duties as required

QUALIFICATIONS

- This position requires a Bachelor's Degree in Business Administration, Public Administration, or a related field, plus at least two (2) years' experience in real estate
- The ability to establish and maintain relationships with co-workers and clients
- Excellent verbal and written skills required
- Organized
- Detail-oriented
- Customer service skills required
- Microsoft Word, Excel, and PowerPoint skills required
- Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered
- **City residency is a condition of employment**

Salary Range: \$50,000-\$52,500

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
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