



Job Postings

POSITION AVAILABLE

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	OPEN
POSTING DATE:	12/07/2009
CLOSE DATE:	01/01/2010
VACANCY NUMBER:	09AD059
LOCATION:	FACILITIES SERVICES
POSITION:	COORDINATOR OF LAND MANAGEMENT
JOB QUALIFICATIONS:	Master Degree in business, property management, or a related field with a minimum of three (3) years experience in public sector real estate administration. In lieu of Master's, a Bachelors Degree with five (5) years of related supervisory experience. Must hold Georgia Real Estate Broker License. Certified Commercial Investment Member (CCIM) preferred.
JOB DESCRIPTION:	This position serves as mid-level staff charged with ensuring the effective management of all matters relating to the acquisition, disposal, or leasing of any property desired by or belonging to the Fulton County Board of Education.
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Works closely with the staff of Facilities Services, Capital Program Management and its design consultants on matters concerning surveys, engineering investigation and testing, easements, and other property-related activities. • Maintains current property files. • Attends all Board Meetings that deal with land matters. • Is responsible for the day-to-day administration of School System activities for acquisition and disposal of real property. • Operates as liaison with Georgia State and local government entities relating to land matters. • Makes recommendations as to the suitability of location, topography, and accessibility of public utilities of prospective land acquisitions. • Works with utility companies regarding gas and power on existing and prospective School System properties. Works with local authorities regarding traffic and utility issues. • Responsible for long and short term leases, use agreements and Inter Governmental Agreements of School System buildings, land and grounds -- and post-school day use of School System facilities by any outside entity. • Handles issues which may arise in relation to boundary lines, easements, rights-of-way, and related matters for School System properties. • Handles condemnation proceedings when necessary. • Maintains deed files. • Carries out any other duties as assigned by the Executive Director of Facilities Services • Performs other duties as assigned by supervisor.
REQUIRED EXPERIENCE:	Experience and training in real estate and working knowledge of laws regarding condemnation proceedings, easements, rights-of-way, topography, and other real estate matters preferred. Experience in school law desired. An ability to successfully manage multiple tasks, projects, and responsibilities; to adjust to an extended/flexible work schedule; and to applied critical thinking skills in rendering solutions to various District issues. Effective interpersonal skills. Proficiency with computer, data entry, and related applications, e.g. Microsoft Windows XP, Microsoft Excel, Microsoft Word, etc.
OTHER INFORMATION:	<p>(MUST HAVE A COMPLETE APPLICATION PACKAGE FILED BY THE CLOSING DATE)</p> <p>APPLICATION PACKAGE CONSISTS OF:</p> <ul style="list-style-type: none"> • Administrative/Professional Application * (Must list 3 current professional references on application) • Letter of Interest (Must reference specific job) • Resume <p>*Apply on-line at www.fultonschools.org/</p> <p>**We do not accept any application material via email.</p>
APPLY TO:	Employment Application Processing Office
SALARY:	\$71,440.00 - \$82,017.00 - Actual salary placement will be based on Fulton County Board of Education experience and education calculations from the Non-Teaching Salary Schedule - Executive Scale (B), Grade 32.
DAYS:	
	FROM - TO -
GROUP / GRADE:	
START DATE:	

To apply, click [here](#).