Position Title: Real Property Analyst – (Up to 3 Positions)
Department: Real Property
Location: Albany, NY or NYCO
Hiring Rate: $63,956
Bargaining Unit: UAW
Posting Date: December 9, 2021

Our Mission
We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions
To apply for this job opportunity:

Click Here

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.
Position Description

Position Title: Real Property Analyst
Grade/Classification: 4 (D1) – Professional I
Bargaining Unit: UAW
FLSA Status: Exempt

Last Revised: December 8, 2021

Primary Purpose
The Real Property Analyst assists particular DASNY clients in the purchase, lease, or sale of property and/or facilities.

Essential Functions
- Work independently with various DASNY Clients to identify, evaluate, and secure real estate including various residences and commercial spaces that will suit the unique needs. This will include but is not limited to individuals with physical disabilities, mental disabilities, and/or psychological conditions as identified by the OPWDD and OMH.
- Evaluate sites based on the needs of the client population.
- Track the status of ongoing projects to ensure that they are completed in a timely manner.
- Negotiate the business terms of property leases. These terms include the services that the landlord will supply and the aspects for which the DASNY client agency will be responsible. Construction may also be incorporated into the terms of a commercial lease.
- Draft and review lease agreements, within established program parameters, to help ensure that they are in proper legal form and have all necessary approvals and supporting documents.
- Coordinate the tasks of various parties involved in the purchase or lease of property, within the New York State approval process. These parties include architects, engineers, appraisers, title abstract companies, landlords, landowners, attorneys, the State Attorney General’s Office, the State Division of the Budget, the Office of the State Comptroller, and client agency staff. Assist client agencies in the assessment and sale of surplus property.
- May perform in-house real estate appraisals, rent studies or market research.
- Complete formal appraisal reviews of appraisals and fair market rent studies to ensure they are completed in accordance with the Uniform Standards of Appraisal Practice and to ensure the value conclusions are adequately supported.
- Periodically request real estate appraisals from Consultant Appraisers for Client Agencies; provide appropriate guidance in ensuring the proper appraisal methodology is used.
- Resolve any property management issues that may arise between landlords and clients.

Other Duties and Responsibilities
- May train and evaluate employees.
- Assist with the development, documentation, and implementation of procedures.
- Assist with the assessment/development and implementation of internal controls and participate in the review and testing of same.
- Undertake special assignments as directed.
- Maintain regular, consistent attendance and punctuality in accordance with DASNY policy.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

Supervision
May supervise one or more employees.
Position Description

Physical/Mental/Visual Demands
Weekly travel is required using public transportation, DASNY vehicle, rental vehicle, or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Overtime or extended work hours may be required.

Work Environment
Standard office environment, with weekly visits to property sites. Requires the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler, financial calculator, date stamp, shredder.

Minimum Qualifications
Bachelor’s degree and a valid real estate appraiser’s license or a valid NYS real estate broker or salesperson’s license with three years of real estate transacting experience with a focus on commercial valuation and leasing.

Associate’s degree may be considered for candidates who have a valid real estate appraiser’s license or a valid NYS real estate broker or salesperson’s license and at least five years of real estate transacting experience with a focus on commercial valuation and leasing.

High School diploma or equivalent and a valid real estate appraiser’s license or a valid NYS real estate broker or salesperson’s license and at least eight years of real estate transacting experience at DASNY with a focus on commercial valuation and leasing.

Preferred Qualifications
Bachelor's or Master's degree in Real Estate, Business Administration, Construction Technology, or related fields and at least five years of real estate transaction experience focused on commercial valuation and leasing. Valid real estate appraiser’s license or a valid NYS real estate broker or salesperson’s license with real estate experience including one or more of the following: real estate appraisal, real estate sales, construction, commercial leasing, property management, home inspection and/or development (as opposed to experience solely in the area of residential sales). Understanding of the New York State process for approval of contracts, acquisition, and sale of real estate. Experience and understanding of various real estate markets throughout New York State including the New York City market.

Essential Skills
• Understanding of market value as established through appraisals.
• Demonstrated ability to work independently and exercise sound judgment.
• Comprehensive knowledge of real estate contracts including leases, purchase contracts or options, permits, licenses, deeds, and surveys.
• Knowledge of real property legal principles such as legal title, title defects, conveyance of title, easements, zoning, and other land use regulations.
• Knowledge of space planning and architectural principles relative to sites and structures.
• Knowledge of building systems and construction types.
• Knowledge of the construction process, scheduling issues, and cost estimating.