

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

SUPERVISOR OF LAND MANAGEMENT

The City of Corner Brook is presently accepting applications for the position of **Supervisor of Land Management** with the Department of Corporate Services. This is a management position responsible for all aspects of land management for the City of Corner Brook, including the purchase, expropriation, sale, and/or lease of real estate.

Duties and Responsibilities: The successful applicant will be responsible for the acquisition and disposal of real estate property through Agreements of Purchase and Sale or expropriation; reviewing appraisals for different property types as well as calculating injurious affection, business disturbance, option fees, and rental values; drafting documentation (Deeds of Conveyance, leases, Deeds of Rectification, Notices of Expropriation, Notices of Abandonment, Easements, options, etc.); researching information and searching at the Registry of Deeds to determine ownership information in response to inquiries; researching case law pertaining to expropriation and reviewing land compensation reports for precedents; developing procedures and policies and databases; ensuring that all land purchases are registered through the provincial registry; maintaining a mapping and filing system; making referrals to appropriate persons within the City's operation; communicating with various outside agencies.

Qualifications: Possession of an Appraisal Assessment Technology Diploma and/or a professional designation in real estate management such as AACI and/or SRWA supplemented with courses in business or public administration and a minimum of five years of work experience in land management. Possession of a Diploma in Engineering Technology or a Development Officer's certificate or a Real Estate Paralegal supplemented with a minimum of five years experience in land conveyances, easements and leases will be considered. Good communication skills are a mandatory requirement as is an excellent understanding of legal documents and surveys. Knowledge of lot consolidation and familiarization with relevant legislation is required.

SALARY RANGE: \$42,534.77 - \$56,714.21

HOUR OF WORK: Monday – Friday 8:30am – 4:30pm

COMPETITION NO.: 2016-33

CLOSING DATE: Monday, October 31, 2016

Please submit résumés showing **giving complete details of qualifications** on or before **Monday, October 31, 2016** to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NF A2H 6E1; Fax # 637-1627; email: hr@cornerbrook.com.

The City of Corner Brook thanks all those who apply however, only those selected for an interview will be contacted.