



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

| | | |
|----------------------------------|---|---------------------|
| 1. Post GUATEMALA CITY | 2. Agency DEPARTMENT OF STATE | 3a. Position Number |
|----------------------------------|---|---------------------|

3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position Realty Specialist

c. Other (explain) _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|--------------------------------|-------|----------|-------------------|
| a. Post Classification Authority | | | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

| | |
|---|---------------------|
| 6. Post Title Position (If different from official title) <u>Realty Specialist</u> | 7. Name of Employee |
| 8. Office / Section <u>GSO</u> | |
| b. Second | |

9. This is a complete and accurate description of the duties and responsibilities of my position

Printed Name of Employee

Signature of employee Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position

Printed Name of Supervisor

Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

Within the General Services Office, serves as central point of contact for all matters related to acquisition, maintenance and retirement of operating lease properties in the Post Housing Pool, including but not limited to: general market research and specific search for available properties; recommendation of potential properties; negotiation of Operating Leases; coordination with landlords to complete upgrades for safety, security and quality requirements; make-ready coordination with landlord; coordination of routine and non-routine property maintenance with landlord; assisting in housing assignment recommendations to Interagency Housing Board; and interactions with tenant and landlord during occupancy. As needed, performs or supports other tasks in support of the Post Housing Program and Real Estate Portfolio, including coordination of residential maintenance, supervision or implementation of make-readies, Living Quarters Allowance (LQA) support and Temporary Quarters, and Capital Lease support. Performs additional GSO tasks as required, and will drive Government Owned Vehicle (GOV) for official business as needed.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

60% of Time

Executes or supports all realty-associated aspects of the Post Housing Program, including determining and forecasting post housing needs; conducting market research, reviewing and selecting possible homes to add to or maintain in the housing pool; negotiating operating leases; coordinating property improvements with landlords to meet safety, security and suitability requirements; make-ready coordination with landlords and Embassy make-ready and maintenance staff; maintenance-related and other communication with landlord and tenant during occupancy; coordination with the Financial Management Office to ensure payment of rents; and maintenance of necessary records in support of these tasks, including but not limited to the Real Property Application and lists of approved or disallowed owners and properties.

20% of Time

As required provides performs or supports non-realty tasks of the Housing Program, including but not limited to coordinating Embassy residential maintenance requests, make-ready including furniture installation, recommendation of housing assignments to the Interagency Housing Board; housing in-processing and settling of new Direct Hire employees; and inspections at the end of occupancy.

20 % of Time

As required provides general support to other tasks related to post housing and real estate programs, including but not limited to: Living Quarters Allowance services; operation and maintenance of designated residences; acquisition, operation and maintenance of Capital Lease properties. Performs other duties as required in support of other General Services Office functions.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. REQUIRED QUALIFICATIONS

- a. **Education:** Completion of high school is required.
- b. **Prior Work Experience:** At least five years specialized experience in real estate field or related field.
- c. **Post Entry Training:** Relevant department regulations and USG procedures; use of relevant department databases, including the Real Property Application.
- d. **Language Proficiency:** Level IV (fluent) written/spoken English and Spanish are required.
- e. **Knowledge:** Knowledge of Real Estate, Real Property Application (RPA) and other property record keeping programs and procedures. Familiarity with inventory control, such as the RPA, local correspondence practices. Must have knowledge of GSO office procedures.
- f. **Skills and Abilities:** Must be able to work complex issues while unsupervised, organize work in order of priority, act courteously in dealing with the public and work effectively with an extensive list of local contacts. Must have organizational abilities and negotiation skills. Must have good computer skills (Microsoft Office Suite).

16. POSITION ELEMENTS

- a. **Supervision Received:** Receives direct supervision from Housing Coordinator.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** U.S. Government regulations; Guatemalan laws and regulations; and local business practices.
- d. **Exercise of Judgment:** Must be able to establish priorities, work independently with little supervision while making sure interests of USG clients are being maintained. Negotiates in good faith on behalf of Embassy personnel.
- e. **Authority to Make Commitments:** Authorized to negotiate contracts and recommend alteration to contract terms and conditions; to recommend payments to service providers when connected to real estate and property matters.
- f. **Nature, Level, and Purpose of Contacts:** Must maintain effective contacts with heads of major utilities and other essential service providers. Must maintain effective professional working relationship with owners of leased properties. Must maintain cordial and effective contacts with municipal leaders and some Government officials. Maintains positive customer-oriented focus with all US Mission personnel.
- g. **Time required to Perform Full Range of Duties after entry into the position:** One year.