



# CITY OF GRANTS PASS - JOB OPPORTUNITY LAND ACQUISITION SPECIALIST

HOURLY SALARY RANGE: \$25.87 - \$32.74



**WORKING FOR THE CITY** | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

**POSITION SUMMARY** | This position performs a variety of administrative, technical and facilitation duties designed to purchase, sell and manage records of property for the City. Key performance areas of the position include the purchase of right of way, purchase of land for City needs, supervising the sale of City owned property, presenting to Council, managing property records and providing data concerning City owned properties.

**MINIMUM JOB REQUIREMENTS** | A Bachelor's Degree in business administration, finance management, law or a related field and three years of experience in real estate or law, including contract negotiation/mediation experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Previous experience with public entities and right of way purchases is preferred.

**ADDITIONAL INFORMATION** | This is a part-time, 24 hours per week position.

The City will consider contracting land acquisition services with a qualified firm or contractor. If interested, please contact the City of Grants Pass Administration Office at 541-450-6000 to discuss opportunities for collaboration with City Manager Aaron Cubic.

**Application deadline:**

**July 10, 2020  
At 5:00 p.m.**

**APPLY ONLINE TODAY**

**[www.grantspassoregon.gov](http://www.grantspassoregon.gov)**



City of Grants Pass Human Resources  
101 NW A Street  
Grants Pass, Oregon 97526  
541-450-6050

VISIT US AT [WWW.GRANTSPASSOREGON.GOV](http://WWW.GRANTSPASSOREGON.GOV)