

## POSITION ANNOUNCEMENT

### REAL ESTATE MANAGER - PLANNING AND LAND PRESERVATION DEPARTMENT

The Forest Preserve District of Will County is accepting resumes for a Real Estate Manager in the Planning and Land Preservation Department at the Sugar Creek Administration Center in Joliet, IL. This is a full-time position that performs administrative, field, and office duties to secure, manage, and defend the real estate of the District, facilitates group reviews of real estate related projects, and assists staff in the performance of duties by providing boundary and real estate information and expertise.

See attached Job Description outlining duties, skills, abilities, training, experience and working conditions or visit [ReconnectWithNature.org](http://ReconnectWithNature.org) for more information.

**Resumes will be accepted for the Real Estate Manager until Friday, November 29, 2024.**

Application Procedure: Send a cover letter describing your interest and a resume to:

Veronica Frausto-Sarwark, Director of Human Resources  
Forest Preserve District of Will County  
17540 W. Laraway Road  
Joliet, Illinois 60433  
815-722-5669 (desk)  
815-722-3608 (fax)  
[humanresources@fpdwc.org](mailto:humanresources@fpdwc.org)

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; [comments@fpdwc.org](mailto:comments@fpdwc.org); 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, [www.doi.gov](http://www.doi.gov).

#### Bringing People and Nature Together

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**FOREST PRESERVE DISTRICT OF WILL COUNTY  
JOB DESCRIPTION**

**TITLE: REAL ESTATE MANAGER**  
**DEPARTMENT: PLANNING AND LAND PRESERVATION**  
**FLSA STATUS: EXEMPT**  
**LOCATION: SUGAR CREEK ADMINISTRATION CENTER**

**DATE: OCTOBER 2024**

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**BASIC FUNCTION**

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Under minimal supervision, this position performs administrative, field, and office duties to acquire, secure, manage, and defend the real estate of the District, facilitates group reviews of real estate related projects, and assists staff in the performance of duties by providing boundary and real estate information and expertise.

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**ORGANIZATIONAL RELATIONSHIPS**

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Reports to:

- Real Estate and Data Supervisor

Supervises:

- None

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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1. Prepares all necessary property management and land acquisition related memoranda, reports, resolutions, mapping, and presentation materials to the Executive Management Team for Board of Commissioner Meetings and the Citizens Advisory Committee.
2. Serves as Project Manager for all property management and acquisition related surveys, appraisals, building inspections, environmental assessments, surplus structure salvage and removal, and other related projects as needed to implement the District's acquisition program and to protect the District's rights and exposure to future liability.
3. Implements and maintains the Department's digital and hard copy filing system, and archives material in a manner consistent with legal requirements.
4. Reviews, records, and maintains legal documents for the Department.
5. Prepares land sales contracts, conservation easements, and encroachment letters and (when necessary) represents the District in depositions, court appearances, and other venues.
6. Participates with the staff review of proposed adjacent land use proposals.
7. Manages, inspects, oversees and conducts reviews and negotiations on intergovernmental agreements, licenses, annexation requests, and easements on District property or under District management.
8. Develops and/or modifies existing land preservation and acquisition plans, initiates negotiations with landowners, oversees closings, and conducts final property inspections on all new acquisitions.
9. Participates in the Land Evaluation Work Group for the District's Land Evaluation System process to evaluate land suitability for acquisition and/or development.
10. Seeks out, applies for, and administers private, not-for-profit, state, and federal land preservation grants to supplement tax or bond funding.
11. Verifies, documents, and resolves encroachments and boundary disputes by coordinating departmental and interdepartmental review and response procedures, resurveying and marking existing boundaries, coordinating with attorneys, police and other agencies, and routinely inspecting trail and preserve boundaries.

12. Assists with bi-annual (minimum) inspections to monitor and report on landowner compliance on all easements held by the District.
13. Retains detailed and accurate records of all financial transactions involved in the real estate preservation, acquisition, and management programs, and provides periodic summaries, reports, and updates.
14. Assists in the processing, recording, monitoring, and post-completion inspection of license related Special Use Permit applications.
15. Other duties as assigned by supervisor or director.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

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1. Familiarity with Microsoft Office and Adobe Professional, specifically Microsoft Word, Microsoft Access, Microsoft Power Apps, and Microsoft Excel.
2. Expertise in database reporting and entry is required.
3. The individual must be very detail-oriented; accuracy in typing skills is a must.
4. Comprehensive and well-rounded knowledge and experience of property management, property rights, real estate documents, real estate discovery work, interpretation of land surveys, title commitments, legal descriptions, property assessments, fee simple purchase, conservation easements, donations, reserved life estates, wills, real estate transactions, and their associated tax benefits and/or issues.
5. Demonstrates ability to work closely and interact effectively with professionals, landowners, staff, and others.
6. Leadership abilities and comfort in working in a team environment, speaking before committees and the public, managing contracts, and coordinating work groups and projects.
7. Must possess and maintain a current and valid Motor Vehicle Operator's license.

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## **TRAINING AND EXPERIENCE**

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Minimum requirements include:

Education: Bachelor's degree (or comparable experience) in business, real estate law or management, planning, or comparable field.

Experience: Five years related experience in a real estate position or management (or eight years without a degree).

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## **WORKING ENVIRONMENT AND CONDITIONS**

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Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Extensive computer use.
2. Moderately loud work environment and occasionally hectic work schedule with deadline pressures and multiple concurrent projects.
3. Working conditions are typical for combined field/office staff.
4. Work requires moderate to strenuous physical exertion including the ability to talk, hear, reach with hands and arms, climb stairs hike on difficult terrain, and lift and/or carry

necessary field equipment such as but not limited to a camera, GPS unit, and other survey related equipment (up to 25 pounds).

5. While performing the duties of this job the employee occasionally works outside in extreme hot or cold weather conditions, performing site inspections, and may have interactions with irate or difficult individuals.
6. Abilities that promote the Values of the District: teamwork and building positive relationships; initiative; decision making, judgment, and accountability; attitude, temperament, and courtesy; preparation and organization; safety; innovation, application, and creativity; and commitment.
7. Work requires regular typing speed and accuracy.

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**OTHER INFORMATION**

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This 40 hour/week position entails working Monday - Friday with the possibility/option to work flexible weekday, evening, and weekend shifts. Occasional extended hours and weekend workdays will be required. This position includes the option of remote work, after 6 months per the District's Remote Work Policy.

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**PAY RANGE AND ANNUAL SALARY**

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Pay Range:            Grade 9

Minimum:            \$ 45,957

Midpoint:            \$ 55,149

Maximum:            \$ 66,179

Schedule:            Full Time

All new employees must pass a preplacement screening for illegal drug use and a background check. For more information call 815. 727.8700. The Forest Preserve District of Will County is an Equal Opportunity Employer. [www.reconnectwithnature.org](http://www.reconnectwithnature.org)