

Land Administration Technician

DEFINITION

This position engages in diverse technical and administrative work and will require the knowledge of; survey practices, civic policies affecting the administration of municipal lands, applicable Provincial and Federal Legal statutes, Land Titles Office Procedures, computerized Land Inventory Systems Management and Land Development practices.

This position is expected to provide information and interpretation of policies and statutes as required to internal and external clients. The work in this position involves considerable contact and interaction with the Law Branch, Planning and Development and other municipal departments, Utility agencies, external clients and agencies.

Employees work with independently exercising judgement and initiative in completing assigned work which is required to meet standards of quality, quantity and timeliness. Problems are referred to a supervisor.

TYPICAL DUTIES *

Provide expertise in the Corporate Land Inventory Management system including assisting Property Sales and Leasing & Property Management Sections with sale or lease of municipal properties, easement restrictions, Utility right of way agreements, reserve designation removals and road closure applications.

Prepare legal descriptions for road closure purposes and ensure information accurately reflects the proposed Closure is included in the Bylaw.

Initiate Circulations and review circulation responses and establish term and conditions of Sale or Lease proposals involving the City's land holdings.

Plan, evaluate and recommend land development / enhancement activities to optimize revenue. Conduct site investigations prior to release of surplus lands.

Prepares reports and recommendations for involving corporate land inventory, justify terms and conditions of proposed transactions, compile documentation for transfer of land between the City's business areas.

Review requests from private developers to prepare Utility right of way and other agreements (caveats, restrictive covenants and crossing agreements) to adequately protect the City's and Utility Agencies' interests and arrange agreements registration with the Land Titles Office.

Contact private survey firms to carry out legal surveys such as road, subdivision, consolidation and descriptive plans. Set up block and lot numbering systems for newly approved subdivisions.

Perform spatial analysis using SLIM Geomedia and create, modify or dispose of existing civic holdings in the database as required using POSSE.

Perform related duties/work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Land Survey Principles and Techniques and considerable knowledge in the review and coordination of documents requiring registration including Real Property Reports.

Ability to interpret land titles information, legal descriptions and legal and contractual documents.

Considerable knowledge of land documentation procedures and considerable experience in preparing agreements.

Considerable knowledge of POSSE and SLIM computer applications

Ability to communicate and work effectively with all levels of the organization and the business/community.

Ability to work under limited supervision.

Ability to express ideas effectively, in oral or written format.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Diploma in Business Management, Engineering Technology or a related technical field and three (3) years' of related experience.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2168		2169	
Last Updated:				
Previous Updates:				
Originated:	2009-03		2009-03	