



POSITION DESCRIPTION

JOB TITLE: Real Estate Attorney Job Class:	
DATE	Office of the Superintendent
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Administers MPS real estate transactions to ensure the District and the School Board have their needs represented.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Understands the Master Facilities Plan for Milwaukee Public Schools (MPS) and the renewal requirements for the district's existing facility portfolio. Participates as a team member in the process of ensuring that MPS facilities are appropriate for the educational needs of the students.
2. Prepares, negotiates and drafts agreements pertaining to real estate holdings or the lease or sale of such.
3. Examines the legal implications and advises the Superintendent, MPS leadership and the Office of Operations on issues related to real estate.
4. Serves as MPS' advocate in property negotiations with external parties, and ensures the rights of MPS are protected.
5. Researches and interprets case law and outlines the relevance of specific precedents to current issues.
6. Interprets statutes related to the sale or lease of MPS-owned properties.
7. Analyzes the impact that local, state and federal law may have on any real estate transactions.
8. Prepares all legal documents – contracts, leases, licenses, purchases - related to the sale or lease of MPS properties.
9. Reviews RFP's, proposals and contracts affiliated with the MPS properties and recommends solutions that are favorable to MPS.
10. Serves as the subject matter expert for real estate considerations.

11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief of Staff.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees clerical support and coordinates projects as needed.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires graduation from an a law school accredited by the American Bar Association.

Experience Requirements

The position requires 3 – 5 years of experience as a fully-licensed attorney, eligible to practice in Wisconsin. Real estate experience is required; public sector experience is desired.

Knowledge, Skills, and Abilities

Excellent oral, written and presentation skills are essential. Outstanding organizational, analytical and research skills are necessary. The ability to rapidly interpret provisions of applicable case law and regulations is required. Must be able to work with a diverse group of individuals. The ability to consider all relevant data and reach objective, viable decisions is required. Must be able to prepare and present accurate and reliable reports containing findings and recommendations. Comprehensive knowledge of real estate principles and the legal documents used in real estate transactions. A comprehensive understanding of case and Wisconsin law relating generally to real estate holdings is required. PC experience and the ability to use MS Office software.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.