



## Executive Service Position Announcement

# REAL ESTATE MANAGEMENT DIRECTOR

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### Position Description:

The Tennessee Army National Guard is currently accepting resumes for the position of Real Estate Management Director. The purpose of this position is to serve as the Military Department contact for real estate and real property issues; perform real estate and real property administrative activities concerning Federal and State actions for acquisition, licensing, disposal, tenant agreements, deeds, easement, leasing and real property accountability; prepare real property action plan (REAP) documentation to obtain approval and funding of real estate actions; register land sites in the Army Headquarters Installation Information System (HQIIS) electronic system; administrator of Planning Resource for Infrastructure Development and Evaluation (PRIDE) database Grants module; function as POC for recruiting storefront leases; develop Certificate of Titles for Military Construction (MILCON) projects; and manage the State property insurance Values Collection program and claims submissions relative to Military Department facilities.

**Minimum Salary Range:** \$52,000 (Salary negotiable based on experience)

### Essential Job Duties:

- Prepare real estate action plans (REAP) to secure funding and approval by the National Guard Bureau to request Corps of Engineers processing of federal real estate actions.
- Initiate State real estate actions for State Building Commission approval.
- Establish and negotiate Airport joint use agreements.
- Establish and negotiate joint use agreements for joint use facilities.
- Develop certificate of titles.
- Make inputs to HQIIS, PRIDE and ISR reporting.
- Review land transactions, land description, appraisal, and other clearance to account for completed required documentation.
- Ensure that approvals/disapprovals are recorded in the appropriate system of record.
- Researches, analyzes and reviews complex and conflicting problems and issues, and provides findings and recommendations on problems/issues.
- Writing internal reports (explaining background, issues and concerns) and presenting recommendations.
- Coordinates agency initiatives and federal programs related to land acquisition and disposals.

### Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree preferred
- Tennessee Real Estate License (active or inactive); and 5 years of experience working with real estate transactions.

**How to Apply:**

Submit your letter of interest and resume detailing your experience in meeting the above requirements for the Real Estate Management Director to:

**COL Brad Bishop** | Construction Facilities Management Officer  
[James.B.Bishop6.mil@mail.mil](mailto:James.B.Bishop6.mil@mail.mil)

And

**LTC Andrew Milligan** | Construction Facilities Management Chief  
[andrew.p.milligan.mil@mail.mil](mailto:andrew.p.milligan.mil@mail.mil)

**Deadline to Apply: January 9, 2017**