

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Real Estate Analyst	20584	CSM	6/27/05

Purposes

The job exists to support the Real Estate Project Manager in all aspects related to his duties including the evaluation and analysis of real estate appropriation requests and project records management (domestically and internationally). Activities include: Review and analysis of acquisition needs (new facilities, sites, additions, natural resources), property management matters (leases, property use agreements), disposition of real property (surplus, donated and excess property), review and analysis of information received from ecclesiastical leaders, Church Departments and others to help prepare, analyze, recommend and execute the acquisition and disposition of real property.

The Real Estate (Project) Manager, Church Departments (as customers) and Presiding Bishopric expect accurate and timely information (reports, analysis, financial data) as well as timely and knowledgeable advice on requested information.

Responsibilities

20% Formulate, assemble and analyze data from ecclesiastical leaders, Directors of Temporal Affairs and Real Estate Services Division using parameters established by policy and make recommendations to the Real Estate Review Committee.

20% Prepare reports on the analysis of proposed acquisitions and dispositions identifying property parameters, financial data, appraisal evaluations, etc.

20% Review and analyze project requests for content, completeness and errors, making necessary corrections.

10% Formulate and prepare real estate recommendations related to acquisition or disposition data as requested by ecclesiastical leaders, managers, directors, and others in spreadsheet, graphic and narrative forms as appropriate.

10% Assist Real Estate Manager in communicating real estate decisions and recommendations to ecclesiastical leaders and others to obtain their support, concurrence and cooperation.

10% Prepare maps and other related data using computer assisted information for managers, directors, divisions, departments and others.

5% Organize and manage information from various databases obtained from divisions, departments and others.

5% Assure the quality, accuracy, and the professionalism of reports and presentations.

Qualifications

B.S. or B.A. Degree in finance, real estate, project or business management, marketing, or accounting. Two (2) to six (6) years experience in facilities management, capital needs analysis, business, marketing, finance. A broad experience in various business management or combination equivalents with an emphasis on data analysis and real estate cost analysis is desirable. Additional experience could be substituted for education.