



**CITY OF WINCHESTER
PUBLIC SERVICES DEPARTMENT
PUBLIC PROPERTY COORDINATOR**

The City of Winchester is seeking applicants for a Public Property Coordinator. Performs numerous professional tasks related to coordinating, obtaining, and managing right-of-way and easements owned by the City. Administers and enforces all rules and permitting requirements when work is performed in the City right-of-way. Performs research and review of plats and deeds that involve City right-of-way and easements. Confers with the City Manager, City Attorney, and other City staff to address and resolve issues related to the City's right-of-way and easements. Develops and maintains a database of all of the City's right-of-way and easements that includes GIS mapping. Work is performed under general supervision by the City Engineer. Any combination of education and experience equivalent to an Associate's Degree is required. Bachelor's degree is preferred. A minimum of two years of experience in a similar type of position is required. A general knowledge with the fundamentals of real estate acquisitions is required. Possession of a valid and appropriate driver's license. **Salary: \$44,428.80/yr.** *We are an Equal Employment Opportunity-Affirmative Action Employer. For a listing of all formal job duties, responsibilities, and requirements, please refer to the official job description for this position posted online at www.winchesterva.gov/employment.*