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# Example of Site Acquisition Specialist Job Description

Our growing company is searching for experienced candidates for the position of site acquisition specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for site acquisition specialist

* Providing candidate-specific recommendations for leasing and land use viability
* Supervising and directing the work of consultants and subcontractors
* Supervising activities of team members and other departments, as needed
* Providing site sketches, as needed
* Attending field site visits for candidate and engineering viability
* Reviewing title reports for ownership, encumbrances, easements, , and provides recommendation for leasing viability
* Preparing, submitting and obtaining jurisdictional entitlements which may include applications and presentations before governmental or architectural review boards
* Presenting at meetings required by the Landlord or Jurisdiction including HOA, design review boards and neighborhood groups
* Coordinating with tower owners and/or private landlords to negotiate and secure lease entitlements as project scope defines
* Coordinating with client and engineering departments to obtain information necessary for entitlement applications (RF Affidavits, propagation maps, photo-simulations)

## Qualifications for site acquisition specialist

* Must be US Citizen and able to work in the Richmond, VA market
* Must be US Citizen and able to work in the Baltimore Washington market
* Must be US Citizen and able to work in the Pittsburgh, PA market
* 2 years of telecommunications industry experience required
* Must be US Citizen and able to work in the East PA markets
* Reviewing and approving site specific documents for quality and completeness