NATURE OF WORK:

This is a technical and supervisory position performing as the lead Real Estate Specialist, ensuring compliance with all local, state and federal laws and regulations. Work involves assisting the Right-of-Way Manager on administrative issues, and may act as his/her deputy when he/she is unavailable. Determines legal ownership, fair market value of land, property rights to be acquired, and contracting for professional appraisal, title, Right-of-Way consulting services. Oversees activities and administers Right-of-Way consultant contracts for the City of Omaha in connection with a variety of transportation, beautification, sewer, trail, and traffic safety projects. An employee in this classification exercises considerable independence in the performance of duties, oversees the work of subordinates, and receives general supervision from a superior.

ESSENTIAL FUNCTIONS:  (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Assists the Right-of-Way Manager in training division staff in the policies and procedures to be used in the acquisition of property for city projects.

Assists Right-of-Way Manager in development of division policies and procedures.

Assists division staff in determining property interest and any procedures necessary to acquire clear title.

Reviews documents prepared by division staff prior to submittal to Right-of-Way Manager for approval.

Prepares reports on relocation activities and relocation claims for approval by the Right of Way Manager and insures correct documentation and calculations of claims.

Prepares, gathers, and disseminates correspondence and information brochures pertaining to relocation.

Inspects replacement housing to assure it complies with federal requirements for replacement housing.
Prepares and maintains all records and files required for cost accounting and audits to ensure that all requirements of federal, state, and city agencies rules and regulations are adhered to.

Reviews compensation estimates or appraisals from consultants for approval by Right-of-Way Manager.

Reviews compensation estimates or appraisals from consultants for approval by Right-of-Way Manager.

Reviews acquisition documents and files prior to submittal to Nebraska Department of Transportation for final approval.

Prepares reimbursement reports for federal funding agencies.

Provides assistance in the consultant selection process.

Assists Right of Way Manager with preparing the scope of work for consultant contracts for Right-of-Way services, appraisals, and title services.

Administers contracts for Right-of-Way services which may include consultant selections, bid processing, and payment requests.

Works with Right-of-Way consultants to determine appropriate forms and templates to complete work assignments.

Ensures that all requirements of City, State, and Federal funding rules and regulations are followed.

Works with Right-of-Way consultant to complete acquisitions in order to meet project bid dates.

Maintains and organizes consultant files to track progress of transactions through the acquisition process.

Solicits bids from independent movers and general contractors, consult and coordinate with escrow closing companies for eligibility of closing costs.

Researches market data for the purpose of establishing replacement house payments.

Prepares documents necessary to relocation and property acquisition.

Assists Right-of-Way Manager with training staff on relocation procedures and policies.

Reviews and processes consultant requests for payment of acquisition and relocation compensation.

Consults with Law Department to address and resolve title issues involving properties which are being acquired.
Communicates and coordinates with engineering staff on design issues.

Attends public meetings and makes presentations before the public or private sectors.

 Prepares and reviews project scheduling and provide estimated time frame for property acquisitions.

 Responds to questions and comments from the public in a professional and timely manner.

 Participates in meetings, conferences, and training sessions to remain current on trends and best practices in the field of Right-of-Way.

 Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

 Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of state and federal laws, policies, and regulations relating to right-of-way acquisitions.

Knowledge of real estate concepts, appraisal valuations, and methods for both private and public acquisitions.

Knowledge of legal documents, methods of transfer, and recording of property acquisitions.

Knowledge of laws of eminent domain.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to follow directions and procedures, and focus on details.

Ability to comprehend and interpret engineering plans and specifications, technical studies, real estate laws, and zoning ordinances.

Ability to train others in city policies, best practices and procedures for Right-of-Way acquisitions.

Ability to research, review and analyze titles.
Ability to comprehend and interpret property descriptions, appraisal reports, transportation and sewer plans, cross-sections, and topographic maps.

Ability to recognize and assess errors in narrative, graphic, and pictorial information and material.

Ability to make site inspections to determine the impact construction may have on private property.

Ability to communicate effectively and persuasively with others.

Ability to use logical and creative thought processes to develop solutions.

Ability to successfully negotiate property rights needed for public improvement projects, in a manner which minimize problems, issues, and potential litigation.

Ability to prepare documentation needed in the course of acquiring property, such as legal descriptions, call reports, ordinances, resolutions, and condemnation petitions.

Ability to prepare and maintain all records required for cost accounting and audits as required by city, state, and federal agency guidelines.

Ability to attend and coordinate public meetings.

Ability to work collaboratively and to maintain effective working relationships with colleagues, and members of the general public.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to sit from 50% to 75% of the time. to stand and walk from 25% to 50% of the time. and to reach, bend, stoop, squat, kneel, lift, and type from 10% to 25% of the time.

Ability to lift up to 20 pounds from 5% to 10% of the time.

**EDUCATION AND EXPERIENCE:**

1. Seven (7) years of experience in an industry related to the Right of Way field (i.e. realtor, real estate agent, property management, property appraisal, property title, engineering, drafting, or land surveying)

   OR

2. Bachelor’s degree

   AND
Three (3) years of experience in an industry related to the Right of Way field (i.e. realtor, real estate agent, property management, property appraisal, property title, engineering, drafting, or land surveying)

OR

3. Associate’s degree

AND

Five (5) years of experience in an industry related to the Right of Way field (i.e. realtor, real estate agent, property management, property appraisal, property title, engineering, drafting, or land surveying).

SPECIAL QUALIFICATIONS

Possession of a real estate sales or broker’s license preferred.

Possession of a Notary Public Certificate or the ability to obtain a Notary Public Certificate within 120 days.

Possession of a valid driver’s license.

Must be able to transport oneself or coordinate transportation to job sites throughout the City during the course of the work day and during off hours.

Member of International Right of Way Association. Possession of an IRWA designation from the International Right of Way Association is desired.

WORKING CONDITIONS: (The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Work is performed primarily in an office setting. however, at times an employee in this classification works outdoors in all weather conditions.

Work environment may also include working near loud moving mechanical machinery, electrical currents, outdoor natural elements, exposure to fumes, odors, dust, animals and traffic.

EQUIPMENT OPERATION: (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone
Computer
Copier/Scanner/Printer
Camera