NATURE OF WORK:

This is technical and supervisory work in administering the activities of the Right-of-Way Division of the Public Works Department. Work involves acquiring land, easements, and property rights for public improvement projects which are funded by city, state, and federal funds. Provides direct oversight for the appraisal, acquisition, relocation, and disposition of property of the Right-of-Way Division. An employee in this classification exercises considerable independence in the performance of duties.

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.)

Plans, organizes, and oversees activities of Right-of-Way Division.

Prioritizes, manages, and coordinates successful and timely completion of Right-of-Way activities for multiple projects to meet internal and external deadlines.

Develops policies and procedures for Right-of-Way Division personnel to ensure compliance with city, state, and federal laws and guidelines.

Develops and implements procedures and protocols pertaining to the Right-of-Way process for city public improvement projects.

Prepares budget for the Right-of-Way Division, which is incorporated into the yearly budget for the Public Works Department.

Trains Right-of-Way Division staff in the policies and procedures to be used in the acquisition of property for city projects.

Maintains record-keeping and filing systems to comply with all applicable city, state, and federal regulations.

Negotiates directly with property owners, or legal representatives for property rights of more complex real estate transactions.
Negotiates, prepares, and coordinates agreements with railroads for the construction or removal of viaducts, bridges, overpasses, and at-grade crossings.

Develops legal strategies to remedy property issues by working with internal/external legal counsel, internal departments, and outside consultants.

Approves appraisals for negotiations, determines legal titles, coordinates and assists the Law Department with preparation and filing of eminent domain proceedings.

Develops and coordinates consultant contracts for Right-of-Way acquisition/relocation services, appraisal services, and title services.

Approves residential and business relocation payments assuring that all state and federal laws are complied with.

Prepares and approves Right-of-Way certification for all federally funded projects.

Prepares, analyzes, and coordinates activities pertaining to street and alley vacations, property disposition, encroachments, and leases within the Right-of-Way.

Communicates and coordinates with engineering staff on design issues.

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

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

Participates in meetings, conferences, training sessions and webinars 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 real estate concepts, appraisal valuations, and methods for both private and public acquisitions and relocation services.

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

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

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 read and interpret construction plans, specifications, real estate appraisals, title abstracts, relocation reports, and convey their meanings to others.

Ability to prepare and present accurate and reliable reports.

Ability to evaluate contract agreements.

Ability to write and interpret legal descriptions.

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

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

Ability to work with frequent interruptions and changes in priorities.

Ability and willingness to learn new skills brought about by rapidly changing technology.

Ability to prepare petitions, legal notices, and filings for eminent domain proceedings.

Ability to train, supervise and evaluate staff of the Right-of-Way Division.

Ability to communicate effectively, exercise good judgment, tact, and diplomacy in all public dealings.

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

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.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time; to use up to ten (10) pounds of force to move objects from 25% to 50% of the time; and to use lesser amounts of force to move objects from 67% to 100% of the time.

**EDUCATION AND EXPERIENCE:** (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

1. Ten (10) 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) two (2) years of which must have been in a supervisory capacity
OR

2. Bachelor’s degree

AND

Six (6) 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), two (2) years of which must have been in a supervisory capacity

OR

3. Associate’s degree

AND

Eight (8) 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), two (2) years of which must have been in a supervisory capacity

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 include working near loud 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
Calculator
Tape Measure
Engineer Scale

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