

Class Concept:

Positions in this class may have responsibility for directing activities to ensure that right of way implications are properly considered in highway location and design and that right of ways are established and maintained. Work may involve planning, coordinating, and scheduling a program of right of way acquisition including appraising property, negotiating with property owners and obtaining right of way agreements, condemning right of way which cannot be obtained through negotiation, and preparation of documents and vouchers in securing federal reimbursement in highway rights of way costs and claims for payments to affected property owners. Work may also require extensive public contact with landowners, utility company representatives, State and local government officials, and other highway officials.

Positions may plan the State highway right of way program; implement policies and procedures adopted by the Board of Transportation to be followed in acquiring rights of way; may also coordinate right of way work with other highway activities and maintain record of surplus real estate acquired in connection with right of way acquisition and arranges for its final sale or other disposition. They may determine action to be taken on difficult appraisal and negotiation problems as well as issue instructions for the operation of the Appraisal, Negotiation, Utility, and Administration Sections.

Recruitment Standard:

Knowledge, Skills, and Abilities:

- Thorough knowledge of policies and procedures pertaining to right of way acquisition and federal participation in right of way costs.
- Thorough knowledge of State laws pertaining to real estate conveyances, easements, contracts, and eminent domain.
- Thorough knowledge of various appraisal methods.
- Ability to plan, coordinate and direct the work of others.
- Ability to interpret, administer and participate in departmental policy determination.
- Ability to establish and maintain effective working relationships with government officials, other employees, and the general public.

Minimum Education and Experience:

Bachelor's degree from an appropriately accredited institution with a degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) and twelve (12) years of experience in right of way or real estate appraisal work, including six (6) years in a supervisory capacity; or an equivalent combination of education and experience.