

### Class Concept

This is supervisory and administrative work in the acquisition of highway rights of way. Positions are responsible at the state level for planning, directing, and coordinating the activities of the Relocation and Property Management, or Administrative Unit. Work is guided by federal and state laws and policies and procedures of the Division of Highways and Right-of-Way Branch; and is performed independently under administrative supervision of the Assistant Manager and Manager of Right-of-way. Work is reviewed through periodic conferences and reports.

Positions in this classification coordinate the rental and sale of surplus land or buildings acquired in the right-of-way process. Positions direct the program providing relocation assistance to persons and businesses displaced by certain projects and supervise the checking of agreements, deeds, and leases; the processing of personnel payroll transactions and other administrative expenses; and the maintenance of records and maps pertaining to right-of-way acquisition. Positions also assign projects and personnel to meet project schedules and prepare budget for unit; develop new procedures as needed; and advise personnel on routine legal problems concerning right-of-way.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of policies and procedures of Division, Branch and Federal Highway Administration pertaining to right-of-way acquisition, removal of conflicts, and federal participation in right-of-way costs
- Thorough knowledge of state laws pertaining to real estate conveyances, easements, contracts, and eminent domain
- Skill in understanding highway plans, construction methods, and making accurate estimates of right-of-way costs
- Ability to plan, direct, and coordinate a unit responsible for a major phase of highway right-of-way acquisition; to supervise and coordinate the work of others; and to establish and maintain effective working relationships with other employees and the general public

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and eight years of experience in right-of-way work, including three years in a related supervisory capacity; or an equivalent combination of education and experience.