

Class Concept:

This is supervisory and administrative work in the acquisition of highway rights of way. Employees are responsible at the state level for planning, directing and coordinating the activities of the Negotiations. 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.

Position plans and develops project schedules for the acquisition of rights of way. Assigns projects and personnel to meet project schedules, Coordinates secondary road acquisition, Coordinates mitigation site purchases. Authorizes settlement authority on right of way claims. Supervises and reviews the documentation required for federal participation in right of way costs. Prepares budget for unit; develops new procedures as needed; and advises personnel on routine legal problems concerning right of way. Performs related duties as required

Recruitment Standard:

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.
- Ability to supervise and coordinate the work of others;
- Ability to establish and maintain effective working relationships with other employees and the general public.

Minimum Education and Experience:

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