

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 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 and assigns projects and personnel to meet project schedules, coordinates secondary road acquisition, and coordinates mitigation site purchases. Position also authorizes settlement authority on right-of-way claims and supervises and reviews the documentation required for federal participation in right-of-way costs. Position prepares budget for unit; develops new procedures as needed; and advises personnel on routine legal problems concerning right-of-way.

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 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.