

Class Concept

This is advanced professional level right of way consulting and monitoring work for the purpose of developing and administering the Department of Transportation's policy for utilizing private firms to perform right of way acquisition functions.

Coordinative work includes the solicitation of firms interested in performing right of way acquisition services for the department, selection of pre-qualified firms preparation of contract documents for both general services and project specific services and selection of projects for which consultative services are appropriate. Work also includes the preparation and distribution of requests for specific project proposals, review of proposals submitted by contract firms for specific project services notification of awards, review of partial and final invoices submitted by the contractors for payment and the maintenance of records of all matters concerning the use of consultants. Work is performed under the general supervision of the Real Property Manager and may include other duties and responsibilities as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the programs, policies and procedures of other units within the Right of Way Branch.
- Considerable knowledge of state and federal laws pertaining to right of way acquisition and the contracting of private firms.
- Ability to effectively coordinate right of way acquisition work with private firms and oversee them for compliance to policy and contract specifications.
- Ability to communicate effectively both orally and in writing.
- Proficiency is required in operating a personal computer for maintaining records and reports.

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 four years of experience in right of way or real estate appraisal work; or,

High school or General Educational Development (GED) diploma and eight years of experience in right of way or real estate appraisal work, including four years in right of way work; or an equivalent combination of education and directly related experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.