

### 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 from an appropriately accredited institution and four years of experience in right-of-way or real estate appraisal work; or an equivalent combination of education and directly related experience.