

CLASS SPECIFICATION
Right of Way Acquisition Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and supervises the work of a unit responsible for the development and implementation of the City's public right of way acquisition and disposal programs for Bureau of Transportation and the Bureau of Environmental Services; manages right of way acquisition for capital improvement projects and development dedications including the release of property rights through street vacation, sale of land, and the release of easements; negotiates with property owners and their representatives for the acquisition of property under Eminent Domain; manages the negotiations and administers the contracts for the leasing of surface, subsurface and air rights; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Right of Way Acquisition Supervisor supervises a section of technical staff engaged in right of way acquisition and de-acquisition, subdivision plat review, and surface, subsurface and air rights leasing involving City property, performed on a centralized basis for Bureau of Transportation and the Bureau of Environmental Services. This single incumbent classification is responsible for certifying right of way to meet the requirements of state and federal agreements, rules and laws for financial assistance grants as well as negotiating large and complex Eminent Domain property acquisitions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service

expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Supervises and participates in the development, modification, enhancement, implementation and administration of right of way programs for bureaus; develops policies and procedures pertaining to the acquisition, management, de-acquisition and leasing of City owned right of way and real property; advises City officials and managers regarding real property values.
5. Manages capital improvement right of way projects; certifies right of way projects to verify that they meet the requirements for state and federal financial aid; coordinates activities with other divisions, bureaus and outside agencies; confers with bureau managers and employees regarding current and anticipated right of way acquisition schedules and the feasibility of alternative approaches to meeting requirements; develops and recommends alternative plans for acquisitions for public review.
6. Determines the need for contract services such as appraisal, relocation, negotiation or environmental review; prepares requests for proposals, work specifications, scope of work, budget and timeline; selects and oversees the activities of contractors and reviews results for compliance with contract provisions.
7. Supervises and participates in the preparation, negotiation and administration of long and short term leases for surface, subsurface and air rights involving rights of way; administers lease, rental agreements and permits to ensure compliance with terms and provisions.
8. Engages in difficult and complex negotiations with property owners and their representatives for the acquisition of property under Eminent Domain.
9. Participates with, and assists the City Attorney's office in mediations, arbitrations and trials.
10. Oversees the maintenance of permanent acquisition records and related computer hardware and software.
11. Establishes and maintains effective relationships with internal client bureaus, other agencies, interested parties, such as attorneys and appraisers, title companies, developers, community and business organizations, and the public.
12. Facilitates acceptance of right of way dedications required by codes governing building permits and development plan approval by identifying issues and working with property owners, developers, engineers and architects to correct or clarify legal descriptions and resolve them.
13. Reviews subdivision plats to identify transportation, sewer and water quality issues and inform developers of changes necessary to bring the plans into compliance with applicable requirements.

14. Prepares reports and recommendations regarding vacation of rights of way or surplus property no longer needed for public purposes and any attendant conditions; presents or assists staff in appearances before the City Council and its committees regarding proposed vacations or transfers.
15. Reviews and comments on legislative proposals related to real estate and right of way activities.
16. Serves as an expert program resource; provides training and technical assistance to City and other agency staff; creates and interprets program policies and associated regulations; represents the bureau in meeting with outside agencies regarding program issues.
17. Prepares cost and programming estimate for right of way capital improvement projects; prepares revenue and expense projections in assigned areas.
18. Responds to public right of way information requests from public, environmental groups, resources agencies and elected officials.
19. Oversees the Bureau of Transportation's property inventory, property management and property and right of way acquisition functions which ensure the appropriate uses of Bureau's properties and public right of way; manages contracts and intergovernmental agreements related to Bureau property.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Federal, state and local law and regulations for court decisions for real property, real estate transactions, notary public, property descriptions, land titles, water rights, environmental standards, rights of way and easements.
2. Theory, principles and practices of engineering survey construction and platting, real estate valuation/appraisal, negotiation, relocation and professional ethics pertaining to land transfer transactions.
3. Expropriation, condemnation and eminent domain processes and procedures.
4. Records retention schedules, archival and records keeping systems and procedures.
5. Research techniques, methods and procedures.
6. Budget, personnel, cost control, and administrative practices and policies.
7. Information technology and computer capabilities applicable to functional responsibilities.
8. Property management principals, methods and practices.

9. Legal aspects of real estate leases and rental agreements
10. Administrative principles and methods including goal setting, program development and implementation, and human resources management.

Ability to:

1. Plan, assign, supervise and coordinate the work of technical subordinates in a variety of functional specialties with overlapping work areas.
2. Prepare and interpret legal descriptions of property and real estate transaction documentation.
3. Communicate effectively orally and in writing, interact effectively, engage in problem solving and team building, and relate positively to individual citizens, community groups and staff of other agencies in various situations, including those which may be stressful.
4. Establish and maintain effective working relationships with a diverse workforce and community.
5. Represent the City effectively in right of way negotiations.
6. Select, motivate and evaluate staff and provide for their training and development.
7. Prepare, administer and monitor a section budget.
8. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
9. Develop and implement goals, objectives, procedures, work standards and management controls.
10. Present proposals and recommendations clearly and logically in management or public meetings.
11. Prepare clear and concise records, reports, correspondence and other written materials.
12. Exercise independent judgment and initiative within general policy guidelines.
13. Establish and maintain project and production schedules.
14. Consult with other divisions and bureaus to accomplish integrated citywide right of way services.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in public administration, management, law, engineering, environmental science, or a closely related field; and at least five years of progressively responsible real estate or right of way transaction experience; with at least two years at a supervisory level preferred; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Notary Public Commission

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 04-29-11 – Updated duties and level of responsibility

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

This class is composed of positions from the following class(es):

3217 Right of Way Agent Adopted: 04-19-77; Revised: 07-01-92 (Class revised as a result of Nonrepresented Classification & Compensation Study, 1991-92.)

June 2009 - Change Job Class number from 7675 to 30000697, due to system change.