



## SENIOR RIGHT- OF- WAY OFFICER

FC: QC224  
PB: F  
FLSA: Exempt

PC: 880  
BU: 31 (AFSCME)  
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Performs the more complex and difficult work of staff responsible to the assigned area of Right-of-Way Services; handles property acquisition, relocation and relocation claims, development of agreements and contracts; conducts feasibility studies for projects affecting District real property; advises project managers and engineers on project issues involving real estate; performs a variety of technical tasks relative to assigned areas of responsibility; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a lead or specialist level classification, fully competent to perform the most complex and large-scale real property related transactions. In addition, this class may provide lead direction to Real Estate Officers or consultants. This class is distinguished from the Manager of Right-of-Way Management in that the latter is a division head with overall responsibility for all activities and operations of the Right-of-Way Management Division with the Administrative Executive Office.

### **REPORTS TO**

This position may report to the Department Manager, Real Estate and Property Development or his/her designee.

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Performs the more complex and difficult work of staff responsible for property acquisition and relocation claims; develops agreements and contracts with consultants and other contractors for purposes of development and relocation; ensures that relocation issues are addressed in development projects and plans.

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2. Performs a variety of duties in the acquisition of property for property owners and tenants; ensures property meets mandated and District standards; processes court-ordered evictions or secures eminent domain status for property; facilitates Right of Way Certification; directs the work of various consultants and other agency real estate staff in the acquisition of property; ensures timely delivery of real estate documentation.
3. Assists in negotiating the acquisition of real estate required for transit projects; oversees integration of relocation impact reports and related documents with other project documentation; reviews appraisal, acquisition, and relocation files; relocates residences and businesses within the transit project area; analyzes and pay relocation claims for displacees, reviews with consultants.
4. Responsible for understanding and interpreting Federal and State regulations of Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, (49CFR Part 24).
5. Conducts a variety of feasibility studies including real estate market conditions and potential for development projects on District property; conducts meetings and workshops with public agency staff, community members, and business contacts in affected area; solicits community input to support District development activities.
6. Coordinates legal aspects of District projects with District internal legal department and outside legal counsel, as appropriate; advises legal staff on matters related to the purchase or condemnation of real property.
7. Oversees and participates in the condemnation process; ensures that relevant documents are drafted, filed and served in required time frames.
8. Reviews engineering designs on real estate-related project costs to evaluate disruption to property owners and tenants; in conjunction with District engineering staff, determines the impact of property acquisition, various design options, and development criteria; mitigates inconvenience to property owners and tenants.
9. Participates in development of real estate budget plan and budget plans for specific projects.
10. Responds to and resolves difficult and sensitive citizen inquiries and Complaints.
11. Assesses impact of construction on utilities and related services; coordinates acquisition and relocation of affected utilities with Joint Powers Board utility

districts, cities, counties and other agencies; mitigates impact of construction on affected utilities.

12. Prepares monthly relocation assistance, monthly acquisition, and weekly activity reports; forwards to pertinent management for approval.
13. Prepares staff memos to Board of Directors regarding Real Property issues including: memorandums of understanding, leases and all types of permits (e.g. utility, construction, Right of entry, concession and special events).
14. Handles the cancellation or evaluation of property taxes and special assessments assigned to District real property and makes recommendations to Management.
15. Consults with District surveyor to develop plats, legal descriptions and right-of-way maps.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a property acquisition program.
- Methods and techniques of property management, and appraisal.
- Principles and practices of land use planning.
- Rules and regulations regarding condemnation procedures and processes.
- Basic principles and practices of construction engineering.
- Pertinent mandated standards for eviction and relocation.
- Basic principles and practices of budget preparation.
- Modern office procedures, methods, and equipment including computers.
- Methods and techniques of legal documentation of real estate and real estate transactions.
- Related Federal, State, and local codes, laws, and regulations.

### **Skill in:**

- Independently performing property acquisition and relocation duties.
- Interpreting, explaining, and enforcing right-of-way policies and procedures.
- Performing relocation analyses and preparing recommendations.
- Developing and preparing relocation budget recommendations.
- Drafting real estate related legal documentation.
- Reading basic engineering plans, maps and related materials.
- Working with engineers to develop plats, maps, and plans.
- Evaluating community services and transportation needs.
- Operating office equipment including computers, word processing, and spreadsheet applications.
- Working independently in the absence of supervision.
- Understanding and following oral and written instructions.

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- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in business administration, public administration, or a closely related field from an accredited college or university. Completed courses sponsored by the International Right-of-Way Association or other similar public sector real estate education (e.g. Appraisal Institute, California Land Surveyors Association, Cal Trans).

#### **Experience:**

Three years of (full-time equivalent) verifiable professional experience in the area of acquisition, appraisal, disposal, or management of real property.

#### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Designation of a Senior Right-of-Way Agent (SWWA) is desirable.

#### **Substitution:**

Additional professional level experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**EEOC Code: 02**

**Safety Sensitive Designation: No**

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