



MANAGER OF RIGHT OF WAY SERVICES

FC: QF197
PB: 09

PC: 930
BU: 95
August 2000

*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

Directs, manages, supervises and coordinates the activities and operations of the Right of Way Division within the Real Estate Services Department including acquisition, relocation, property management, surveying and engineering, and concessions and permit management; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Department Manager, Real Estate Services.

CLASS CHARACTERISTICS

This single position class manages the District's property acquisition process which includes property appraisals, disposals, relocations, surveying security, liquidation and condemnation proceedings. Responsibilities include administration and monitoring of professional services contracts and consultant work. This class is distinguished from the Department Manager, Real Estate Services in that the latter has overall management responsibility for District real property activities and transactions including property acquisitions, development and operations.

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

1. Assumes management responsibility for assigned services and activities of the Right of Way Division including appraisal, acquisition, relocation, property management, surveying and engineering and concessions and permit management; ensures compliance with federal, state, and District guidelines, policies, and procedures.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

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5. Manages the use of District property for revenue-generating concessions operations; directs concessions revenue collection and reporting requirements; develops and implements procedures and procedural changes for revenue collection and accounting.
6. Oversees the issuance of Right-of-Way Certifications for District construction contracts; coordinates right-of-way activities with internal and external legal counsel.
7. Serves as staff adviser for real estate project design impacts; coordinates with project engineering staff to minimize real estate related project costs; ensures minimal disruptions to property owners and tenants; determines appropriate timelines for relocation; ensures public communication activities accurately reflect District relocation policies and programs.
8. Coordinates the acquisition, relocation, and rearrangement of affected utilities; represents District in negotiations with municipalities, utilities, and other public agencies; ensures mitigation of construction-related impacts on utility service.
9. Advises senior management of critical path activities which may conflict with project delivery schedule or present a potential threat or risk to District assets; prepares reports for management and Board of Directors.
10. Coordinates real estate requirements with internal departments and divisions; develops, reviews, and approves purchase and sale agreements, leases, licenses, permits, requisitions, contracts, claims, offers of just compensation and other related documents; ensures timely delivery of real estate related documents.
11. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
14. Serves as the liaison for the Right of Way Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Provides responsible staff assistance to the Department Manager, Real Estate Services.
17. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to programs, policies and procedures as appropriate.

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18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of real estate acquisition and right of way development.
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a property acquisition and development program.
Principles and practices of real estate program development and administration.
Methods and techniques of real estate appraisal.
Methods and techniques of public sector finance.
Principles and practices of land ownership transactions.
Principles and practices of right of way, condemnation, and relocation activities.
Methods and techniques of financial analysis as applied to real estate transactions.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive property acquisition program.
Selecting, supervising, training and evaluating staff.
Participating in the development and administration of division goals, objectives and procedures.
Preparing and administering large program budgets.
Preparing clear and concise administrative and financial reports.
Reading and interpreting maps and legal descriptions of property.
Performing financial analysis to determine cost effectiveness of real property transactions.
Reviewing real estate documents for compliance with laws, regulations, policies, and procedures.
Negotiating favorable contract terms and conditions for the acquisition, use and disposal of District real property.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in 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.

Experience:

Five (5) years of (full-time equivalent) verifiable professional property management and acquisition experience which must have included at least two (2) years of administrative and supervisory responsibility.

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Other Requirements:

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

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

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