

## **RIGHT OF WAY MANAGER**

### **MAJOR FUNCTION**

This is a managerial/professional position responsible for administrative and supervisory work involving a variety of work assignments related to the process of acquiring real property supporting the operation of the Marion County Transportation Department involving responsibilities for coordinating, investigating, and making recommendations on a variety of public works projects.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Under the direction of the County Engineer or designee, responsible for planning, assigning, and reviewing right-of-way related issues for County road projects.
- Provides assistance and to the Drainage Engineer, Survey Division and Road Division on right-of-way issues.
- Prepares and reviews necessary legal documents for property acquisition, including title research and evaluation.
- Prepares recommendations for real property related activities of the Board of County Commissioners.
- Contacts and meets with the general public, property owners, surveyors, environmental scientists, appraisers, engineers and attorneys regarding right-of-way activities. Responsible for the negotiation of acquisition of real property.
- Prepares sales contracts, legal documents, easements, deeds, legal descriptions and related documentation pertaining to acquisition activities.
- Performs review and research of various items associated with right-of-way activities, e.g., ownerships, title opinions, parcel sketches, legal descriptions, appraisals and appraisal review, maps, construction plans.
- Manages staff and consultants working on roadway projects for the County. Coordinates with engineers, appraisers and attorneys.
- Directs appraisers' activities.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

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### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Direct and indirect supervision over an employee workforce assigned to the division. This includes assisting in the assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES**

#### **Education and Experience.**

Bachelor Degree in Real Estate, Business Administration or related field with satisfactory completion of courses in title evaluation, surveying, engineering, and public management; with ten years experience in the acquisition of real property for a government agency, with a minimum of four –years in a supervisory capacity; or an equivalent combination of education, training and experience.

#### **Licenses.**

Valid Florida Driver License.

#### **Certifications.**

Notary public commission in the state of Florida. Florida Real Estate Salesperson license, preferred. Membership in the International Right-of-Way Association preferred.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.

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- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, pro-rations, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Knowledge of effective management techniques.
- Ability to read construction plans; ability to maintain records, make comprehensive reports, and assist in the preparation of budget proposals.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to plan and supervise the work of others and the ability to follow complex oral or written directions.
- Work requires constant attention to detail.
- Ability to analyze situations, draw conclusions, and make recommendations both orally and in writing.
- Knowledge of principles and practices of public administration.
- Must possess the following skills: planning and organizing, analyzing, estimating, and troubleshooting.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.

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- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Requires judgment regarding use of equipment, tools or material.
- Word processing, spreadsheet applications, general computer knowledge.
- Ability to communicate tactfully and effectively with internal and external customers. Ability to communicate clearly and concisely both orally and in writing.
- Ability to prioritize and analyze data. Ability to meet multiple deadlines.
- Ability to write legal descriptions and to interpret surveyors' notes and sketches.
- Considerable knowledge of requirements of form, content, and recording necessary to validate documents involved in real estate transactions.
- Ability to read and analyze real property appraisal reports.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and stoop, kneel, crouch or crawl; and will frequently be required to sit, and talk or hear. Vision requirements are close, color, and peripheral vision, depth perception, and the ability to adjust focus.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions and outdoor weather conditions. The noise level for this environment is moderate.

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Pay grade: 19	Status: E
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