

## **RIGHT OF WAY SUPERVISOR**

### **DEFINITION & DISTINGUISHING CHARACTERISTICS**

#### **Definition:**

Under direction, plans, organizes and directs the activities of staff in the County's Right of Way Program. The incumbent is responsible for supervising assigned staff and directing the day to day activities for the program. In addition to the supervisory responsibilities, incumbents typically handle the most difficult, complex and advanced office and field work and the most sensitive work assigned to the work unit. The duties of the position require a high level of public contact and the use of considerable independence, initiative and discretion within the established guidelines.

#### **Distinguishing Characteristics:**

The Right of Way Program Supervisor is responsible for providing first level supervision over professional staff engaged in office and field duties concerned with property appraisals and acquisition for the Right of Way Program. This class is distinguished from the Right of Way Manager in that the latter has management level responsibility for formulating policies and procedures, developing program goals and objectives, and development and administration of the program budget.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

- Plans, prioritizes, organizes, coordinates and assigns the activities of staff in the Right of Way Program.
- Develops work standards, participates with management staff in the development of goals, objectives, policies and procedures.
- Interprets laws, regulations, policies and procedures related to property appraisal, negotiation, and acquisition for transportation related projects; reviews new legislation and regulatory requirements; makes recommendations to management methods for ensuring that right of way projects are performed in accordance with such laws and regulations.
- Compiles information for the Right of Way Program budget; researches available program revenue and monitors expenditures.
- Supervises, plans, organizes and coordinates the work of assigned professional, technical and office support staff.
- Participates in the hiring of assigned staff; trains staff on appropriate policies and procedures; works with staff in developing professional goals and assists with the accomplishment of those goals.
- In coordination with management staff, evaluates employee performance, counsels employees and recommends disciplinary action.
- Participates in fee development to ensure full cost recovery through accurate estimates of acquisition costs.
- Ensures workload is effectively distributed to promote the effective operation of the unit. Assists management staff to develop methods to ensure delivery of projects within established schedules and to evaluate performance of the program against goals.
- Prepares and reviews documents for review and approval.

- Recommends settlement terms and courses of action to management; prepares Closed Session reports to County's legal counsel.
- Negotiates acquisition with the property owner; acts as liaison between the property owner and County staff to ensure project completion according to the acquisition agreement; protects the interests of the County in all aspects of property acquisition.
- Confers with engineers, property owners, developers, contractors and others to coordinate activities and resolve problems; represents the County in a variety of meetings.
- Coordinates right of way activities with other units, divisions, departments and public and private organizations and individuals.
- Coordinates right of way acquisition for grant funded projects and ensures funding is not at risk.
- Coordinates utility relocations and associated contracts.
- Prepares or oversees staff in the preparation of a variety of studies and reports relating to the right of way aspect of current and long-range County capital improvement needs; recommends specific proposals to meet these needs.
- Prepares or oversees staff in the preparation and maintenance of a wide variety of records, reports and other documentation of program activities.
- Prepares correspondence, reports and other written materials.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

### **Education:**

Equivalent to graduation from a four-year college or university with major coursework in real estate, business administration, public administration or closely related field,

**-and-**

### **Experience:**

Two (2) years of experience at a level equivalent to the County's class of Associate Right of Way Agent,

**-or-**

Four (4) years of progressively responsible experience involving major phases of the acquisition of rights of way, which included property appraisal, property sales, right of way acquisition, title examination, and right of way analysis, WITH at least two years of such experience in a supervisory or lead capacity. Additional qualifying experience may be substituted for the required education on a year for year basis

### **Other Requirements:**

Must possess and maintain a valid driver's license. Must be currently certified or have the ability to become a Certified Caltrans Right of Way Agent. Must possess a Real

Estate Broker's license, Certified General Appraiser's license, or a Senior Right of Way designation from the International Right of Way Association.

**Knowledge of:**

- Administrative principles and practices including goal setting, implementation, evaluation, policy and procedure development, quality control, and budget development and administration.
- Supervisory principles and practices including work planning, evaluation, employee training and discipline.
- Principles and practices of right of way acquisition including real property appraisal, negotiation, acquisition, title and escrow activities.
- Applicable Federal, State and local laws, codes, regulations, policies and standards.
- Computer applications related to right of way work.
- Principles and practices of real estate, land title law, appraisal methods and theories, condemnation and landlord-tenant law.
- Basic engineering terminology and techniques.
- Record keeping and report preparation methods.

**Skill in:**

- Selecting, scheduling, motivating and evaluating staff and providing for their training and development.
- Performing complex, difficult and sensitive real property acquisition, management, transfer and disposal work.
- Organizing work, setting priorities and exercising independent judgment within policy guidelines.
- Preparing clear, concise and accurate reports, records and correspondence.
- Making effective public presentations of technical, complex, and often controversial information.
- Negotiating with property owners and parties of interest in property, and explaining policies, plans and interests affecting properties.

**Ability to:**

- Analyze, interpret, explain and apply complex technical policies, procedures, codes, statutes, descriptions and documents.
- Analyze complex technical and administrative problems, evaluate alternative solutions and recommend effective courses of action.
- Understand and interpret engineering plans, maps, survey and legal documents.
- Deal tactfully and effectively with the public, staff, consultants, and other agencies.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**HISTORY**

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