

## **RIGHT OF WAY ASSISTANT BRANCH MANAGER**

### DESCRIPTION OF WORK

This is administrative work assisting in directing the Right of Way Branch of the Division of Highways. Employee serves as Assistant State Right of Way Agent with responsibility for planning and coordinating the activities of all sections within the department, directly supervising section heads, and providing technical assistance on right of way acquisition problems. Work involves considerable public contact in negotiating claims or investigating complaints. Work is performed under the administrative supervision of the department head and is reviewed through periodic conferences and analysis of written reports for conformance to established standards and highway project schedules.

### EXAMPLES OF DUTIES PERFORMED

Collaborates with State right of way agent in implementing policies and procedures in acquiring rights of way and coordinating right of way work with other highway activities. Approves contracts for the removal of graves, buildings, and other items from rights of way. Approves payment of right of way claims involving minor sums of money. Performs field inspections with employees of the highway design department on proposed projects. Determines the need for administrative adjustment of appraisals in order to settle difficult claims. Arranges for the sale or other disposition of surplus real estate acquired on right of way projects. Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Thorough knowledge of policies and procedures pertaining to right of way acquisition and federal participation in rights of way costs.  
Thorough knowledge of State laws pertaining to real estate conveyances, easements, contracts, and eminent domain.  
Thorough knowledge of various appraisal methods.  
Ability to plan, coordinate, and direct the work of others.  
Ability to interpret, administer, and participate in departmental policy determination.  
Ability to establish and maintain effective working relationships with government officials, other employees, and the general public.

#### Minimum Education and Experience

Graduation from a four-year college or university and eleven years of experience in right of way work, including five years in a supervisory capacity; or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited institutions.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.