

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
RIGHT OF WAY AGENT 3

DEFINITION

Performs complex right of way functions where job assignments are of an administrative capacity; plans/conducts multiple, complex property appraisal, acquisition, condemnation, relocation assistance, property management, or closing phases of right of way operations, or in the negotiation of agreements with parties with facilities affected by highway construction projects as to how these will be relocated/adjusted; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Plans, directs, and participates in appraisal, acquisition, property management or relocation activities on several projects; meets with project agents and their subordinates to review new projects; makes personnel assignments to meet established schedules; visits projects in progress to insure compliance with instructions and departmental regulations and to resolve problems encountered by subordinates; assists in their further training and development.

Reviews appraisal reports prepared by private contracting appraisers in order to assure that the reports meet professional standards, that the appraiser's logic and conclusions are proper, and that the reports are adequately documented and mathematically accurate by checking the calculations and procedures and applying knowledge previously learned.

Analyzes financial recommendations of staff in order to make a final decision as to the amount of money to be offered for negotiation in the acquisition of highway right of way or other state-owned property by comparing various recommended offerings with other available data.

Appraises the more complex and difficult real estate properties including commercial, industrial, residential, and farm land in order to set forth an opinion of the proper market values by following accepted guidelines and procedures.

Testifies in court in order to provide facts and information by appearing as an expert witness in the capacity of either the reviewing appraiser or the initial appraiser.

Directs, participates in and coordinates the receipt of title and contract closing of right of way contracts in accord with Right of Way contracts and Iowa Title Standards.

Administers the activities of the Condemnation Unit.

Coordinates the adjustments to or relocation of railroad and utility or city, county, or municipal facilities brought about by highway construction/maintenance projects by determining the areas and facilities effected; soliciting engineering plans from the parties involved; drawing up and negotiating contracts from the parties involved specifying the adjustments to be made, the manner in which they will be carried out, and completion dates; determining the amount of compensation, if any, involved in the projects; and monitoring the progress of the adjustment/relocation projects.

Organizes the arrangements and presentations for corridor and corridor design hearings; determines, according to established policies, where access points will be located on proposed highway construction projects.

Supervises the removal program for illegal or abandoned signs; supervises the maintenance of permit applications and fees for outdoor advertising, coordinates the orderly acquisition of nonconforming

advertising signs as mandated by state law; secures acquisition and removal of advertising signs on construction projects as required.

Directs the on-the-job training of new employees and the professional development of Agents and trainees in order to upgrade staff performance and knowledge.

COMPETENCIES REQUIRED

Knowledge of real estate principles such as supply and demand, conformity, substitution, and highest and best use of land.

Knowledge of legal instruments and documents, and techniques and methods used in real estate transfer transactions.

Knowledge of state and federal laws, policies, and regulations relating generally to real estate and specifically to the activities of right of way acquisition.

Knowledge of agency policies, regulations, and procedures relating to the activities of right of way acquisition.

Ability to comprehend and interpret narrative, visual, and numerical information pertinent to the appraisal process including property descriptions; road plans such as cross-sections, topographic maps, or plans and profiles; technical studies prepared by the Department of Transportation; real estate laws and zoning ordinances.

Ability to formulate logical valuation conclusions/decisions.

Ability to maintain composure in rigorous interpersonal situations such as court appearances and contacts with property owners.

Ability to recognize/assess errors or incompleteness in narrative, graphic, and pictorial information and material.

Ability to communicate with others, both orally and in writing.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree and three years of full-time experience equal to Right of Way Agent level work in real estate appraisal, property acquisition, real estate sales or management, or relocation assistance;

OR

an equivalent combination of experience and education substituting one year of the required full-time experience in real estate appraisal, property acquisition, real estate sales or management, or relocation assistance for one year (30 semester hours) of the required education to a maximum substitution of four years;

OR

an equivalent combination of experience and education substituting one year of experience in field-commissioned sales work, right of way engineering, other real estate or development support activity,

engineering survey, highway construction inspection, or as the manager of a business for each year (30 semester hours) of the required education to a maximum substitution of four years;

OR

an equivalent combination of experience and education substituting of satisfactory completion of any American Institute of Real Estate Appraisers Course, Society of Real Estate Appraiser Course, American Society of Farm Managers and Rural Appraisers Course, or American Right of Way Association Course, or its equivalent for each year (30 semester hours) of the required education a maximum substitution of four years.

NOTE

Applicants desiring to be considered for positions in this class should be sure to include on or with the application a list of specific coursework relating to right of way operations which indicates the dates, length (in hours), and successful completion of coursework.

All positions in this classification travel extensively throughout the State of Iowa. All applicants for this classification must be able to obtain a valid driver's license.

Effective Date: 04/10 DDF