

## **RIGHT OF WAY AGENT**

### **DEFINITION**

Under general supervision, the Right of Way Agent assists to establish values of real property and negotiates with property owners for the acquisition of real property and/or property rights for City right of way and utility purposes; performs waiver valuations and/or reviews appraisal reports; may assist with providing relocation assistance to eligible property owners and/or tenants/occupants; may assist in mitigating safety issues or code violations identified on City owned real property; and performs related work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or Senior Right of Way Agent. Exercises no supervision.

### **DISTINGUISHING CHARACTERISTICS**

The Right of Way Agent classification series is focused on assisting to establish property values and negotiate with property owners for the acquisition of real property and/or property rights for City right of way and utility purposes and disposition of City owned real property pursuant to the Surplus Land Act. Responsibilities include conducting research on property history including title research, waiver evaluations, eminent domain procedures, assisting to provide relocation assistance to eligible property owners and/or tenants/occupants, working with the City Attorney's Office to prepare legal documents related to the valuation, acquisition, and disposition, of real property and property rights, presenting real property acquisition and disposition updates to their Supervisor and/or Manager, Council members, and in public forums and performs related work as required.

This class differs from the Senior Right of Way Agent in that incumbents at the Senior level handle the most difficult and complex property valuation, acquisition, and disposition of real property and property rights and may supervise staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Contacts property owners and negotiates the acquisition of real property and property rights for City right of way and utility purposes.

Maintains an accurate parcel diary while in communication with property owners and conducts research to determine the value of real property and property rights to negotiate the acquisition of real property and property rights for City projects.

Performs waiver valuations adhering to Caltrans guidelines.

Conducts research to assist in determining real property valuation and history including title review.

Works with City Right of Way staff and the City Attorney's Office to prepare legal documents such as deeds, right of entry agreements, right of way agreements, reconveyances, subordinations, and other documents necessary for the acquisition or disposition of City owned real property and property rights for project purposes.

Presents information concerning the acquisition of real property and property rights for City projects and disposition of City owned surplus land to members of the public and in public forums.

May assist to work with escrow and title companies to ensure a smooth and efficient escrow on purchases of real property and property rights as well as the disposition of City owned property.

May serve as a witness in legal matters concerning the valuation and acquisition of real property for City project purposes.

May assist in advising eligible businesses and residents on such matters as relocation, entitlements, availability and selection of relocation sites, and provide resources for types and sources of financial assistance available.

May assist in maintaining accurate records of City owned real property, adhering to Caltrans guidelines.

May assist in the procurement process for project consultants as needed.

May assist in mitigating safety and code violations identified on City owned real property.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of real property valuation, acquisition, condemnation, right of way and easements.

Real estate market information in the estimation of land values.

Real property transactions, required disclosures and legal notices adhering to the Caltrans Manual and the Local Assistance Procedures Manual.

Uniform Relocation and Real Properties Acquisition Policies Act and State Eminent Domain Law.

Surplus Land Act, Uniform Act Executive Summary, Real Estate Appraisal Valuation of Partial Acquisitions.

Residential and Non-Residential Relocation Assistance.

Building construction methods, terms, materials, and plans as applied to replacement options for construction projects.

Real estate financing terms and programs.

**Skill/Ability to:**

Research, analyze and apply data in the valuation of real property.

Effectively negotiate with landowners and their representatives to acquire real property and property rights.

Assist with the disposition of City owned real property pursuant the Surplus Land Act.

May assist with administering project consultant agreements.

Work with the City Attorney's Office to prepare reports, correspondence and other legal documents pertaining to real property valuation, acquisition and disposition.

Work with the City Attorney's Office to review legal documents pertaining to real property in conformance with proper filing and recording.

Provide procedural recommendations consistent with best practices and market efficiencies.

Assist real estate staff in presenting information pertaining to the acquisition of City owned real property for project purposes in meetings and public forums.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with staff, community members, organizations, and stakeholders in the course of work.

Operate modern office equipment including computer hardware and software applications.

Operate a motor vehicle safely.

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a bachelor's degree from an accredited college or university in real estate, public administration, business administration, economics or related field.

**Experience:**

One (1) year of experience in the valuation of and negotiation for acquisition or disposition of land improvements and real property rights. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Special Requirement(s):**

Possession and continued maintenance of a valid California Driver's License at time of appointment.

For positions within the Capital Projects Department:

- Within one (1) year of appointment, incumbents must obtain and maintain a California Notary Public certification. This certification must be maintained throughout the term of employment in this classification. Failure to obtain the required certification within the specified time period and maintain for the entire term of employment in this classification may be cause for termination.

Possession of a Right of Way Agent (RWA) certification from the International Right of Way Agent Association (IRWA) is highly desirable but not required.

APPROVED:           (Signature on File)            
Director of Personnel Services

DATE: 2/24/2025

NEW: SM:vd 2/24/2025