

RIGHT OF WAY AGENT MANAGER

DEFINITION

Under general direction, plans, organizes and manages the activities of staff engaged in real property valuation and negotiates with property owners for the acquisition of real property and/or property rights for City right of way and utility purposes; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from an Assistant Director or designee. Exercises supervision over assigned staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Right of Way Manager is responsible for managing operations and supervising staff engaged in right of way activities including establishing values for and negotiating 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. This classification provides professional and technical staff assistance and exercises independent judgment relating to the performance, coordination and evaluation of staff.

This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Plans, organizes and manages the work and activities of assigned staff ensuring that all activities adhere to right of way policies and procedures; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve issues.

Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Assists in preparing and administering the section budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Oversees City owned excess lands including vacation and disposition of City owned real property pursuant to the Surplus Land Act.

Collaborates with the City Attorney's Office and the City's Chief Surveyor to prepare Staff Reports, Resolutions and Resolutions of Necessity, and Vacations of City Right of Way as necessary for City acquisitions and dispositions pursuant to the Surplus Land Act.

Works with the City Attorney's Office and City Right of Way staff to prepares legal documents such as deeds, right of entry agreements, purchase and sale 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 in meetings, to members of the public and in public forums.

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 act as the City's escrow agent for any internal escrows, ensuring all conditions of an Agreement have been met before any transfer of real property or property rights occur.

Provides responsible staff assistance to the Assistant Director and/or Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

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 prepare and maintain accurate records of reports 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.

May assist other staff with complex property valuations, negotiations, and acquisitions.

May represent the Assistant Director and/or Director in operational matters.

Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Principles and practices of budget preparation and administration.

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

Real estate market information in the estimation of land values adhering to the Caltrans Manual and the Local Assistance Procedures Manual.

Real property transactions, required disclosures and legal notices.

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:

Plan, direct and manage the work of staff involved in performing complex real estate transactions and valuations.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Effectively negotiate with property owners to acquire real property and property rights.

Dispose of City owned real property pursuant to the Surplus Land Act.

May assist with project consultant agreements.

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

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.

Present information pertaining to property acquisition and disposition of City owned surplus land 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:

Four (4) years of experience in the acquisition of real property for governmental or public utility use year, which includes one of the following:

- Experience in the valuation of and negotiation for acquisition or disposition of land improvements and property rights, with one (1) year of experience in a lead or supervisory capacity.
- Experience in coordinating and planning for the relocation of utilities, displaced persons, and businesses.
- Experience with independent appraisal and negotiation for the acquisition of complex real properties; involving large sums condemnation, damages, restriction of access, and similar complicating factors.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

