

SENIOR RIGHT OF WAY AGENT

DEFINITION

Under general supervision, performs the most difficult and complex valuation 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 or code violations identified on City owned real property, may plan, coordinate, and supervise assigned staff; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager. May exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Right of Way Agent classification series is focused on establishing property values 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. 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 Project Managers to ensure successful utility relocation, working with the City Attorney's Office to prepare legal documents related to the valuation, acquisition, and disposition real property and property rights, presenting real property acquisition and disposition updates to their Manager, Council members and in public forums and performs related work as required. Incumbents at the Senior level handle the most difficult and complex valuations and may provide supervision and training to staff.

This class differs from the Right of Way Agent Manager in that incumbents in the latter manage the day to day activities of the section.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Performs the most complex duties requiring initiative, discretion and advanced knowledge of determining the value of real property and property rights.

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 determine real property valuation and history including title review.

Works with the City Right of Way staff and the City Attorney's Office to prepare 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.

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

Facilitates necessary consent, subordinations, reconveyances and clearance of liens with property owners, lenders, and title companies as necessary for the acquisition of real property and property rights for City projects.

Facilitates utility relocation plans for City projects to ensure utility right of way is accomplished in accordance with the Utility and Buy America Procedures per the Caltrans Right of Way Manual.

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 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 City owned real property, adhering to Caltrans guidelines.

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

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

May collaborate with the City Attorney's Office and the City's Chief Surveyor to administer 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.

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

May supervise, coordinate and monitor the work of city staff and provide training regarding acquisition and disposition procedures and methods.

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.

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

May assist with administering project consultant agreements.

May assist in 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.

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 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.

May supervise and provide direction and training in work procedures and methods to staff.

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:

Three (3) years of experience in the acquisition of rights of way for governmental or public utility use, 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 as a lead position.
- 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.

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.

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Possession of a Right of Way Agent (RWA) or Right of Way Professional (RWP) 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:scm:vd 2/24/2025