

### HIGHWAY RIGHT-OF-WAY DIVISION MANAGER

DESCRIPTION: Directs and coordinates the activities of the Right-of-Way Division, Department of Roads, within professional standards and department rules, policies and procedures.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops and recommends policies for the appraisal and acquisition of right-of-way for highway construction projects.

Plans and schedules work assignments to meet project needs.

Develops and recommends policies for the management of right-of-way property until required for highway construction purposes and for the disposal of right-of-way property no longer required.

Supervises the preparation of records and reports for submission to affected department divisions and the Bureau of Public Roads.

Prepares division's operating budget and ensures an inventory of all acquired and surplus lands.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Ability to: deal tactfully with property owners and various governmental agencies.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Bachelor's degree in business administration or engineering plus ten years experience in engineering design, real estate appraisal or management and right-of-way engineering or administration.