

DESCRIPTION: Under administrative direction, supervises assigned supervisory, professional, technical and other staff, and coordinates and directs the work activities of the appraisal section of the Nebraska Department of Transportation (NDOT) engaged in the valuation of property and lands; oversees the determination of value of property and lands for purchase, sale, investment, and/or lease purposes in accordance with professional appraisal standards and procedures and agency policies and directives; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the highest classification level of the Appraiser job series. This is a single position classification restricted in use solely to the appraisal section of the Right of Way (ROW) Division of NDOT. The position performs supervisory and managerial oversight of several supervisory and professional level positions engaged in performance of real estate research, evaluations, and other appraisal services.

This position plans and coordinates the work activities and project assignments of lower levels of the Appraiser job series. The position oversees the training, guiding, and evaluating of assigned staff. The non-supervisory levels of this class series are classified based on purpose, scope and complexity of work assigned and directives administered, the degree of independence to act, and the nature of contacts handled.

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.)

Confers with and supervises assigned supervisors and other staff of the section managed to share information for operational needs and work plans, schedules, priorities, and due dates and to resolve or administrative issues and operational delays.

Plans and organizes work activities and schedules of assigned supervisory and other staff to ensure attainment of section goals and adherence to program and administrative policies and standards.

Instructs, coaches, and guides assigned staff to develop their performance capacities and to ensure consistent application of NDOT and ROW divisional policies, standards, and procedures; directs the training-staff development program for appraiser trainees and appraisers.

Develops employee hiring and work assessment criteria and standards; monitors and evaluates employees' performances to identify development needs; recommends employment, promotional, disciplinary and other personnel actions; guides the improvement employees' job performances.

Directs and monitors appraisal activities to ensure internal and external coordination with State agencies and other government entities, landowners and interested parties.

Recommends budgetary and other resource proposals for the section managed; approves payment of appraisal fees and contractor estimating for appraisal purposes; approves employee leaves, time sheets, and expense reimbursement request.

Prepares correspondence, and administrative and financial records and reports to provide information and explanations to various customers, and to document section activities managed.

V27115 - APPRAISER CHIEF (continued)

Organizes, assigns, and reviews work produced by contracted review and fee appraisers; prepares and negotiates appraisal contracts and oversees architectural, engineering or contracting specialists employed to assist in complex or difficult appraisal assignments.

Counsels managers and staff in NDOT divisions and other State agencies regarding appraisal contracts, fees, and valuations; reviews technical information and makes recommendations on condemnation awards; serves as expert witness at hearings and court appearances, as needed.

Oversees the planning, organizing, and executing of auctions of land and/or leases; administers and oversees management of land leases and other real estate usage and transfer instruments.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles and practices to appraise all categories of real estate for acquisition; federal and State laws, regulations, and standards associated with highway right of way determinations, and property appraisals and acquisitions; legal requirements, instruments, and records regarding real estate titles, sales, leases, liens, and other actions; practices of staff supervision and development.

Ability to: communicate and interact tactfully with others in person, and by telephone, emails, correspondence, and other electronic media to share information and proposals to acquire right of way; exercise good judgment in evaluating staff/personnel and operational needs and making decisions; present technical information and advocate decisions and judgments made to NDOT managers, landowners and their representatives, and others; determine time frames and work sequences of assigned projects to maintain schedules; evaluate conclusions and estimates about property valuations.

Skill in: using computers; operating vehicles; using reasoning and decision-making approaches; understanding, judging, and tactfully interacting with property owners, tenants, legal representatives, and others in stressful situations; supervising and leading the work of individuals in a team effort.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's Degree in areas related to property such as real estate, property management, land appraisal or valuation, land condemnation, or in other areas such as business administration, engineering, agriculture, economics, or finance. Ten years of experience in eminent domain appraisal activity AND possession of a valid credential as a Certified General or Certified Residential Real Property Appraiser

LEGAL REQUIREMENTS:

Positions in this classification must meet the credential requirements found in the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code. The Certified General and Certified Residential Appraisal Credentials requires a Bachelor's degree; though a waiver may be granted for individuals appropriately credentialed before January 1, 2015.

SPECIAL NOTES:

Must complete continuing education as specified in the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code required to maintain his or her credential.

Must possess valid driver's license or independent authorized transportation.

Overnight travel across the State may be required of incumbents of this class.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).