

## HIGHWAY NEGOTIATIONS/RELOCATIONS CHIEF

V27314

### DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, coordinates and directs the work activities and staff of a large component of the Right of Way (ROW) Division of the Nebraska Department of Transportation (NDOT) engaged in negotiation and acquisition of real estate and/or in provision of relocation services to property owners and residents; 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 Right of Way Agent job series. This series is restricted in use solely to the ROW Division of NDOT. The single position at this level performs supervisory and managerial oversight of several supervisory and professional employees engaged in specific phases of the NDOT right of way program including property negotiations and acquisitions, and property owner and resident relocation assistance activities.

This position plans and coordinates the work activities and project assignments of lower levels of the Agent 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 as needed, to share information about operational needs, plans, schedules, priorities, and due dates and to address programmatic and administrative goals and requirements.

Plans and organizes work activities and schedules of assigned negotiations, relocation and administrative team staff to ensure attainment of section and NDOT goals and adherence of this work to program and administrative policies and standards; develops and revises section policies and procedures to ensure these equate to industry standards and laws.

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 of employees' job performances.

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; attends training sessions to learn new governmental mandates and professional methods and standards.

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Directs and monitors property acquisition and relocation activities to ensure internal and external coordination of work activities with State agencies and other government entities, landowners and their representatives, and interested parties.

Reviews operational and material needs and recommends budgetary and other resource proposals for the section managed; approves employee leaves, time sheets, and expense reimbursement requests.

Oversees external acquisition consultants, local jurisdictions buyers, and relocation administrators to ensure their assessments and decisions adhere to federal, NDOT, and legal mandates, standards, and criteria.

Reviews information and staff assessments and determines the existence of actual property rights or the need for condemnation of property acquisitions; prepares recommendations based on tract files, plats, and other technical property information for NDOT management or the Attorney General's Office.

Schedules project and staff meetings and participates in NDOT meetings and hearings to share information about project status; meets with property owners or their representatives to discuss acquisition factors and relocation needs and services.

Shares information about status of right of way project activities with NDOT Division and District engineers; answers public inquiries regarding federal and State mandates and guidelines and projects; attends public meetings as necessary to convey the right of way acquisition process to the public.

Oversees the Right of Way Division's cost accounting process for ensuring prompt payment for property purchases, relocation services, and other Divisional Purchases. Oversees negotiations and relocation services to ensure prompt closures on property purchases and documentation of tract filings, transactions and other actions.

Oversees the right-of-way activities of the local public agencies, including coordination between cities, counties, Federal Highway Administration, divisions of the NDOT, and fee appraisers and negotiators; performs related work as required.

Serves as Activity Manager on the Project Scheduling System for Negotiations, and Relocations to maintain records and note the status of project activities.

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

Knowledge of: Federal and State laws, regulations, and standards associated with highway right of way determination, property acquisitions, and related functions; the goals, principles, methods, and documents of right of way projects such as title/real estate determinations, legal requirements, instruments, and records for transferring property; pertinent property evaluations and real estate transactions; current highway construction renovation projects and plans; NDOT and divisional goals, structure, functions, and policies; practices of staff supervision and development.

Skill in: Communicating effectively through written and verbal means; producing meaningful and useful written records; Negotiating with landowners and tenants for the most complex acquisitions and relocations; Conforming to State and Federal Laws; determining the most effective approach to the management of activities and functions to support the project delivery process; designating the appropriate time frames and work sequences of assigned projects and staff activities for projects and activities assigned.

Ability to: communicate and interact tactfully with others in person, and by telephone, emails, correspondence, and other electronic media to share information and proposals relative to right of way acquisition or relocation services; 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.

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

Four years of experience in real estate, property management, real estate appraisal, or condemnation activities, and four years of experience in performing or directing Uniform Relocation Assistance and Real Property Acquisition Act activities.

SPECIAL NOTES:

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).

Established: 10/75

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Last revised 04/2017	Moved to new format	12/8/2025
Entire Specification	Removed and added language for the entire specification	2/24/2026