

HIGHWAY RIGHT-OF-WAY ASSISTANT MANAGER

DESCRIPTION: Assists in administering the operation of the Right-of-Way Division, Department of Roads and directly supervises various sub-sections of the division.

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.)

Coordinates and directs the work of division sub-sections as assigned.

Assists in the formulation of policy and procedure for the division.

Assists in preparing division budget and in scheduling division projects.

Prepares reports, correspondence and records necessary for the operation and documentation of division activities.

Responsible for the operation of the division in the absence of the director.

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.)

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 related field plus six years real estate management or appraisal or pre-professional highway engineering experience. High school education or equivalent plus twelve years real estate management of appraisal or pre-professional highway engineering experience.

SPECIAL NOTE

Some overtime necessary for project planning or negotiation projects.