

HIGHWAY RELOCATION SUPERVISOR

DESCRIPTION: Under limited supervision, plans, organizes, and supervises the work in the Department of Roads Relocation and Access Control Section including the program of relocation assistance to the public displaced by highway construction as required by federal and state statutes and the program of highway right-of-way use and junkyard and advertising sign control; performs related work as required.

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.)

Plans, organizes, assigns, and directs the work activities of assigned staff to attain work goals and to ensure the consistent application of administrative and/or technical policies, procedures and standards.

Confers with staff and supervisors to exchange information on and/or explain work policies, procedures, and guidelines to identify and solve work-related problems.

Reviews and compares work performance and/or products of staff with established standards to determine employee production levels and training needs and to recommend to agency management appropriate personnel actions such as promotions, discipline, status changes, separations, and grievance dispositions.

Coordinates the section's activities with other sections and divisions in the department and with other public agencies as needed.

Develops policies and administers the program for relocation assistance in accordance with Federal guidelines.

Attends hearings and informational meetings to explain relocation assistance services and payments.

Approves or rejects relocation assistance payment claims.

Develops policies and administers the program for utility and driveway construction on highway right-of-way.

Issues permits, collects fees, and maintains records of the use of highway right-of-way, junkyard and advertising control, and the removal of illegal encroachments on highway right-of-way.

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

Knowledge of: the goals, objectives, policies and procedures of the Department of Roads and of the Federal Highway Administration; principals of policy development.

Ability to: plan, organize, and direct or make decisions involving the work of assigned staff; delegate authority and review completed work.

Skill in: developing program direction and concepts; establishing and maintaining liaison, communications and cooperation on an interdepartmental level.

HIGHWAY RELOCATION SUPERVISOR (continued)

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

Knowledge of: the principals of public administration including personnel management, programming, budgeting and supervision; real estate principles and practices; condemnation law and practice.

Ability to: conduct difficult bargaining negotiations with affected public; prepare and maintain accurate and complete reports and records; communicate orally and in writing to express ideas and facts.

Skill in: effectively understanding written communications; producing meaningful and useful written records.

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.)

High school education or equivalent AND experience in the acquisition of lands and rights of way for governmental use.