

8396
REALTY MANAGER

Nature of Work

Under general direction, acts as a manager for a district or a major function of the Right-of-Way Division in the Division of Highways. May act as Assistant Director of the Right-of-Way Division. Performs related work as required.

Distinguishing Characteristics

This class is distinguished by the managerial and supervisory level of work.

Examples of Work

Prepares procedural directives necessary to provide guidance.

Assists in the development and execution of procedures necessary to the accomplishment of the activities of the division.

Acts in place of the Director in his/her absence.

Assigns specific tasks to subordinates.

Coordinates general transportation realty activities with representatives of other divisions within the Division of Highways and when appropriate with representatives of other agencies of government.

May instruct in courses designed to increase the level of competency of junior employees of the Division of Highways.

Knowledge, Skills, and Abilities

Knowledge of real property appraisal, real property rights acquisition, relocation assistance, property management, and right-of-way engineering and surveying theories and techniques.

Knowledge of State and Federal laws, rules and regulations as applied to real estate/right-of-way activities of the Division of Highways.

Ability to prepare procedural guidelines for use in the field.

Ability to communicate effectively, both orally and in writing.

Ability to supervise personnel.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Additional qualifying experience in excess of that required may be substituted for the college education on a year-for-year basis.

Experience: Nine (9) years of appraisal or appraisal review, negotiation, real estate management, relocation, or right-of-way experience.

Special Requirement: Applicants must have completed the Division of Highways course "Appraisal Principles" or one appraisal course recognized by the American Institute of Real Estate Appraisers or the Society of Real Estate Appraisers.

Promotional Only: Two (2) years as a Transportation Realty Agent 4 which must have included one (1) year of supervisory responsibility.

Established: 10/21/1993

Title Change: 12/11/2009

Revised: 12/11/2009; 06/08/2018

Effective: 06/08/2018