

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Right of Way Supervisor

Class Code: 11563

Pay Grade: GK

A. Purpose:

Coordinates statewide appraisal, acquisition, and relocation of real estate and property by directing, planning, organizing, and assigning projects to ensure clear title to property necessary for state transportation projects.

B. Distinguishing Feature:

Right of Way Supervisors direct right of way activities such as appraisal, negotiation, and relocation; and supervise.

Senior Right of Way Specialists perform two or more right of way activities and may be review appraisers.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Coordinates right of way activities to ensure timely completion of assigned projects.
 - a. Prioritizes assigned projects.
 - b. Assigns projects to staff.
 - c. Monitors progress of projects and maintains deadlines.
 - d. Develops procedures and techniques to implement activities.
2. Provides technical expertise to subordinates, other staff, other agencies, and property owners to facilitate project completion.
 - a. Interprets applicable rules, regulations, and procedures.
 - b. Reviews settlements that exceed appraised value, and recommends action.
 - c. Answers questions from property owners, attorneys, and other agencies.
 - d. Acts as department liaison with property owners who request changes to projects.
 - e. Negotiates with property owners and attorneys for acquisition of property in an impasse.
 - f. Prepares appraisals for court in condemnation proceedings.
3. Provides administrative support to the program manager to increase the efficiency of the work unit.
 - a. Prepares initial budget request for right of way activities.
 - b. Negotiates contracts, terms, and conditions for independent appraisal services and fee negotiators.
 - c. Recommends changes in policies and procedures.
4. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Trains and provides work direction.
 - c. Approves leave requests.
 - d. Addresses employee problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Program Manager. Supervises Right of Way Specialists and Senior Right of Way Specialists.

E. Challenges and Problems:

Challenged to prioritize assigned projects to meet required deadlines. This is difficult because the priorities are often changed. Also challenged to provide rule interpretations to subordinates and contracted employees and monitor progress without dictating end results.

Problems include dealing with uncooperative property owners, developing appropriate appraisal methods, and answering technical questions.

F. Decision-making Authority:

Decisions include priority of assigned projects and distribution to subordinates, approval of settlements that are within appraisal standards, components of contracts, interpretation of applicable statutes, recommendations on property owners' requests for plan changes, recommendations for changes in policies and procedures, and preliminary budget requests.

Decisions referred include final approval of budget, changes in policies and procedures, settlements that exceed appraisal standards, and plan changes.

G. Contact with Others:

Daily contact with property owners to discuss relocation procedures and acquire rights of way and easements, department attorneys to clarify acquisition problems, and lending institutions to obtain releases on property; and occasional contact with the public to explain appraisal methods, and other government personnel to exchange information.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- federal and state laws pertaining to appraisal and transfer of property, including condemnation law;
- theories and principles used in the appraisal of real estate;
- personnel management;
- fiscal procedures.

Ability to:

- establish and maintain effective working relationships with staff, other agencies, and the public;
- communicate information clearly and concisely;
- supervise.