



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RIGHT OF WAY MANAGER

Department: Office of the County Engineer
Pay Grade: 114
FLSA Status: Exempt
Job Class: 3082
Risk Code: 8810

JOB SUMMARY

Responsible for administrative and supervisory work involving a variety of work assignments related to the process of acquiring real property and for coordinating, investigating, and making recommendations on a variety of public works projects.

ESSENTIAL JOB FUNCTIONS

- Oversees the planning, assigning, and reviewing right-of-way related issues for County road projects under the direction of the County Engineer or designee.
- Provides assistance to the Drainage Engineer, Survey Division and Road Division on right-of-way issues.
- Prepares and reviews necessary legal documents for property acquisition, including title research and evaluation.
- Prepares recommendations for real property related activities of the Board of County Commissioners.
- Contacts and meets with the general public, property owners, surveyors, environmental scientists, appraisers, engineers, and attorneys regarding right-of-way activities.
- Oversees the negotiation of acquisition of real property.
- Prepares sales contracts, legal documents, easements, deeds, legal descriptions, and related documentation pertaining to acquisition activities.
- Performs review and research of various items associated with right-of-way activities, e.g., ownerships, title opinions, parcel sketches, legal descriptions, appraisals and appraisal review, maps, and construction plans.
- Manages staff and consultants working on roadway projects for the County. Coordinates with engineers, appraisers, and attorneys.
- Directs appraisers' activities.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other

departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct and indirect supervision over an employee workforce assigned to the division. This includes assisting in the assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Real Estate, Business Administration, or related field or equivalent; and ten (10) years' experience in the acquisition of real property for a government agency; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Notary Public certification.
- Florida Real estate Salesperson license preferred.
- Membership in the International Right-of-Way Association preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before clients, customers, employees of organization, managers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, pro-rations, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of effective management techniques.
- Knowledge of principles and practices of public administration.

- Knowledge of requirements of form, content, and recording necessary to validate documents involved in real estate transactions.
- Skills in planning and organizing, analyzing, estimating, and troubleshooting.
- Ability to read construction plans and blueprints.
- Ability to maintain records, make comprehensive reports, and assist in the preparation of budget proposals.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to plan and supervise the work of others and the ability to follow complex oral or written directions.
- Ability to analyze situations, draw conclusions, and make recommendations both orally and in writing.
- Ability to communicate tactfully and effectively with internal and external customers.
- Ability to prioritize and analyze data.
- Ability to write legal descriptions and to interpret surveyors’ notes and sketches.
- Ability to read and analyze real property appraisal reports.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and stoop, kneel, crouch or crawl; and will frequently be required to sit, and talk or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.