



Right of Way Agent

Capital Project Management

SALARY: \$46,446.40 - \$66,102.40 Annually

CLASSIFICATION: Unclassified

STATUS: Full-Time Regular

OPENING DATE: 01/17/12

CLOSING DATE: 01/27/12 05:00 PM

INTRODUCTION:

The Right of Way Agent performs professional acquisition management and functions relative to property transactions.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's degree in Public or Business Administration, Real Estate, Economics, or a related field and two years experience in public sector right-of-way acquisition or any equivalent combination of training and experience. Must have experience working with escrow procedures.

Licensing, Certifications and Other Requirements:

A valid Arizona driver's license with no major driving citations within the past 39 months maybe required.

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of real estate law, business acquisition, negotiation and relocation in accordance with State and Federal law.

Microsoft Windows Office products.

Ability to:

Prepare administrative appraisals, review and administer contracted appraisals.

Prepare and present effective oral and written reports.

Prepare and execute real property legal instruments.

Prepare cost estimates for right-of-way and property acquisitions.

Make mathematical calculations and draw logical conclusions.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Attend or conduct various meetings as needed.

Establish and maintain effective working relationships with the general public, governmental agencies, consultants, developers and City staff to ensure that all project land rights are acquired in accordance with applicable laws.

ESSENTIAL FUNCTIONS:

- Reviews Capital Project right-of-way acquisition requests by analyzing plans and directives to determine size, shape and location of property to be acquired.

- Manages the preparation of easements, deeds, mortgage releases, consents and other instruments needed to vest the City's interests in the appropriate real property. Reviews and/or prepares appropriate legal descriptions.
- Researches, orders and reviews title reports prepared by outside agencies and initiates action to correct errors or omissions.
- Assists in or performs Level I Initial Environmental Site Assessments in conjunction with the identification of hazardous waste disposal sites.
- Prepares information packages for, orders and reviews appraisals prepared by independent fee appraisers.
- Respects property owners and negotiates for rights, easements and fee purchases of real property for public rights-of-way and facilities. Responds to inquiries on real property matters related to the Capital Improvement Program.
- Prepares applications for real property transactions with State and Federal agencies.
- Provides support to the City Attorney during eminent domain proceedings.
- Performs other duties as assigned.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Most work is performed in a normal City office environment.
- Conduct field and on-site inspections; read blueprints, construction plans and microfiche reports.
- Lift and carry storage boxes and other working materials weighing 20-50 pounds both short and long distances.
- Operate a variety of standard office equipment including a computer terminal, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from meetings and various City locations.

FILE APPLICATIONS ONLINE AT:
<http://www.scottsdaleaz.gov/>

Position #12-00004
RIGHT OF WAY AGENT
JW

OUR OFFICE IS LOCATED AT:
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