

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Right-of-Way Agent</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BH27</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Engineering Support</u>

**PRIMARY PURPOSE:**

Negotiates and acquires Right-of-Way for City projects.

**SUPERVISION:**

Under the general supervision of Right-of-Way Supervisor.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Explains the nature of proposed City improvements to affected property owners.
2. Determines compensation due property owners resulting from rights-of-way affecting private property.
3. Meets with and explains the estimated costs and taxbill procedures of sanitary sewer projects to affected property owners.
4. Explains rights-of-way needed and the impact of the proposed project to affected property owners.
5. Travels to off-site locations to acquire right-of-way from individual property owners.
6. Examines plans and right-of-way deeds and documents submitted to the City for acceptance of privately constructed public improvements.
7. Prepares necessary deeds and easements and determines ownership of properties involved in City projects.
8. Notarizes executed deeds and easements and follows appropriate protocol for information to be recorded at the courthouse.
9. Responds to phone and in-person informational requests from consultants, contractors and the general public.

**IMPORTANT FUNCTIONS:**

1. Works closely with engineering staff to determine location and relocation of proposed public improvements.
2. Acts as City representative in negotiating for rights-of-way necessary for the construction of public improvements including those involving Federal and State participation.
3. Works closely with City Attorney in the preparation of condemnation actions as well as documents for private development of public improvements.
4. Attends workshops, seminars and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of real estate and Right-of-Way law. Knowledge and understanding of engineering plans for streets, highways, sanitary sewers, storm sewers, etc. Knowledgeable of the Uniform Relocation Assistance and Real Property Acquisition Act, Uniform Appraisal Standards for Federal Land Acquisition, and Federal Aid Urban guidelines. Knowledgeable of real estate appraisal methods and math calculations to interpret, explain, and perform real estate appraisals.

**Abilities**

Effectively act as a real estate agent and appraiser for the City; work independently and responsibly; follow oral and written instructions; keep accurate records and files; deal effectively and courteously with associates and the general public; communicate effectively both orally and in writing; negotiate effectively with individual property owners for right-of-way; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Real Estate, Business Administration, or related area, supplemented by two years experience as a Real Estate Broker, Appraiser, or related field. Experience may be considered for substitution in lieu of educational requirements.

**Physical Requirements**

Performs bending, sorting and reaching; must be able to hold and grip objects; must have the ability to operate a computer keyboard and/or mouse; must be able to push, pull, lift and carry up to 25 pounds for filing and other related tasks.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment; may be exposed to various types of terrain and weather conditions while working outdoors through the course of right-of-way duties.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator’s License. Must obtain notary public within the first 60 days of employment and maintain certification throughout appointment. A designation (SR/WA, etc) or certification (R/W-NAC, etc.) with the International Right of Way Association is desirable.

**Miscellaneous Requirements**

None required.

<b>Last Revision:</b>	May 1, 2012	<b>GENERAL ORDINANCE NO.</b> 4712
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 9, 1997

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_