



City of Tempe

RIGHT-OF-WAY MANAGEMENT COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	313	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$70,447
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$95,104
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Engineering Associate+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Principal Civil Engineer or other supervisory staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience in local government work involving real estate management, right of way and property acquisition, escrow or title work, real estate and eminent domain laws, real property appraisal review, and/or relocation assistance utilizing Federal Guidelines as well as experience with CIP projects, property records review, and real estate development.
<i>Education:</i>	Equivalent of a Bachelor’s degree from an accredited college or university including course work in Land Management, Business Administration, Real Estate, Appraisal, Civil Engineering, Land Survey or a degree related to the core functions of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession of a Senior Right of Way Agent (SRWA) Certification from the International Right of Way Association (IRWA) is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To independently plan, organize, and perform a variety of professional real estate work including complex residential, commercial and

industrial property acquisitions, dispositions and management whether by purchase and sale agreements, dedication, development agreement, lease or legal process including eminent domain and abandonments.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Negotiate complex right-of-way and real estate transactions, including acquisition and disposition of commercial, industrial and residential properties; draft and analyze real estate documents, including but not limited to development agreements, request for proposals/qualifications, purchase and sale agreements, leases, easements, escrow documents and title curative documents if required per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
- Direct, oversee and participate in the development of a real estate and land right-of-way work plan; schedule, research and prioritize City real property and right-of-way projects;
- Prepare legal descriptions as needed, calculate assessments and maintain identification records in improvement and special assessment districts;
- Negotiate, review and manage all aspects of professional consultant contracts for all engineering and real estate services, including but not limited to engineering reports, appraisal reports, environmental site assessments, property surveys and demolitions;
- Meet with City officials, department representatives, property owners and agencies to conduct needs assessments, discuss and resolve problems of right-of-way, mapping, surveying or other property requirements for municipal installations and problems related thereto; and attend meetings;
- Advise owners of project purpose and scope, impact to their property and their rights under Federal law, State law, City ordinances, and policies and procedures;
- Interpret and explain engineering plans/drawings using non-technical language to property owners;
- Administer the procedures required for the acquisition of property by eminent domain and have an understanding of the condemnation process, to include recommending condemnation action when property negotiations have reached an impasse. Work closely with City legal staff to prepare pleadings/filings for eminent domain hearing(s) in court;
- Prepare all City Council documents for ordinances and resolutions required for property acquisitions, dispositions easements and abandonments;
- Work with project managers and engineers to resolve property owner issues regarding property impacts (such as site solutions) due to City projects and private development projects;

- Manage all aspects of the relocation process, per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, for owners or tenants displaced by public projects, including negotiated settlements and all relocation related documents;
- Manage the Improvement District process and the procedural mechanisms required to form the District and complete the process through City Council;
- Coordinate with Mapping/GIS groups on property/ right of way mapping corrections, revisions and clarifications with City and County records;
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; represent the City at regional project coordination meetings; attend City Council meetings for special project coordination or public hearings; provide testimony in court hearings and legal proceedings as necessary;
- Manage and administer the annual billing process for encroachment permits; leases and easements and the review and adjustment of the lease fees and revenue structure as necessary;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- Traverse uneven surfaces.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective August 1996

Revised January 2001

Revised November 2001 (range adj due to market)

Revised, name change June 2002

Revised Apr 2004 (effective. 2/03) range adj & duties

Revised Nov 2005 (title change, responsibility update, experience guideline changes)

Revised Aug. 2006 (title change)

Revised Oct. 2010 (title & duty change, cert. required)

Revised May 2015 (job duties, exp. areas, no cert required)

Revised March 2019 (PW reorg – moved to Engineer & Transp Dept.)