

REAL ESTATE SPECIALIST SUPERVISOR

KIND OF WORK

Professional supervisory work in the Property Appraisal, Direct Purchase, or Relocation and Property Management or appraisal areas.

NATURE AND PURPOSE

Under general direction, supervises a program that obtains complete and timely appraisals or direct purchases, or relocations and property management activities. The employee ensures that the related functions are accurately and professionally performed and are in compliance with governing laws, policies, and procedures. Supervisory responsibility includes either effectively recommending or hiring, directing, disciplining, performance evaluation, assigning the duties, and training Real Estate staff; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the appraisal or direct purchase or relocation, and property management functions to expedite prompt and accurate program delivery by assignments to qualified Real Estate staff, fee appraisers and consultants.

Supervises appraisals of complicated and unique properties to be used as the basis of the state's offer to support purchase negotiations and ensure that a fair market value for each property is determined by complying with legal requirements and applying valuation knowledge.

Testifies as an expert witness at condemnation/commissioner/administrative/appeal hearings and court actions to represent the state and verify findings and conclusions.

Supervises review and examination of all Direct Purchase or Relocation files so that files contain all necessary information and documents needed for commencement or completion of program activities.

Supervises the presentation of direct purchase offers to property owners and/or their representatives for complex and difficult property acquisitions by complying with legal requirements and applying valuation knowledge and engineering data.

Supervises the examination, review, and submission of all relocation claims so that disbursement of funds are legal, appropriate, and fiscally responsible.

Supervises the closing and processing of all real property transactions so that the state receives legal title and that all appropriate interests are satisfied and funds are disbursed in a timely fashion by following all legal and procedural requirements.

Assigns work and trains subordinate Real Estate staff to upgrade staff competence in carrying out the work of the Real Estate Office by writing and approving position descriptions; identifying training needs and opportunities; and by scheduling training time.

Provides liaison to other sections and divisions of the Department of Transportation to keep them informed of work progress of their section.

Supervises the performance of all employees in a specific area/unit and develops objectives for that area/unit which employees performance may be objectively evaluated.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of supervision and labor contracts sufficient to supervise Real Estate staff.

Thorough real estate knowledge of the appraisal, direct purchase, relocation, property management and eminent domain processes, procedures, and legal requirements sufficient to supervise staff.

Ability to:

Supervise and establish effective working relationships with public officials, property owners and department personnel sufficient to: successfully appraise, negotiate, and secure the acquisition of properties to be acquired; relocate persons when necessary and dispose of and lease property acquired by the state.

Read and speak effectively sufficient to assign work, train employees, coordinate activities, and explain maps and plans to clientele and interrelate with all personnel in the department.

Exercise independent judgment and decision making sufficient to resolve appraisals, purchases and relocation problems/activities.

Supervise the preparation of complete and concise reports needed to document and to fulfill all parts of the acquisition process.

Est.: 7/59
Ckd.: 11/92
Rev.: 7/69, 5/96

T.C.: 7/67, 3/68, 2/73, 4/84, 8/96
Former Title(s): Right of Way Agent V
Right of Way Agent IV
Principal Right of Way
Agent
Right of Way Agent,
Principal
Right of Way Agent 4