

EAST BAY REGIONAL PARK DISTRICT

SENIOR RIGHT-OF-WAY AGENT

GENERAL FUNCTION:

Under direction, provides lead direction in right-of-way operations and performs more complex and difficult work related to real estate appraisal, negotiation, and semi-legal work leading to the acquisition and title and other interests in land for public park, recreation, open space and trail purposes and to negotiate, prepare and manage easements, licenses, permits, leases and other property rights and to do other related work as required.

ESSENTIAL FUNCTIONS:

This journey-level classification performs the highest level of technical real property work for appraising and acquiring property rights through donation, purchase, lease, phased acquisition, option, contract and other methods as provided for by state and federal laws. The Senior Right-of-Way Agent performs the most complex and unique appraisals and conducts negotiations on projects which demand the highest degree of discretion, technical knowledge, initiative and judgment; reviews appraisals and a variety of other reports and documents prepared by consultants, other agencies and staff; provides lead direction and technical assistance to subordinate staff in proper methods and techniques of land appraisal, negotiations, condemnation proceedings, clearance and disposal of property and property management.

OTHER FUNCTIONS AND DUTIES:

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university with major coursework in real estate, economics, business administration, public administration, or a closely related field, or its equivalent.

Experience: Five years of (full-time equivalent) verifiable professional experience in the area of land acquisition, appraisal, disposal, or management of real property.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of accepted principles and practices of appraising and negotiating for real property and property rights including easements; laws and legal procedures pertaining to real property; data collection, research and analysis. Ability to communicate effectively verbally and in writing; ability to understand, interpret, and present right-of-way reports, engineering and construction plans, related laws, deeds, leases, and contracts; prepare clear and concise reports and appraisals for real property transactions; effectively interact with attorneys, engineers, property owners and members of the public; analyze complex real property situations, evaluate different courses of action and makes recommendations on the most appropriate course of action based on technical expertise and problem solving techniques; ability to establish and maintain positive and

cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse public; be effective in initiating, negotiating and completing real property transactions; provide technical direction to other staff and consultants; work independently or as a member of a team.

SPECIAL CONDITIONS OF EMPLOYMENT:

A currently effective and valid California Driver's License is a condition of initial and continued employment in this classification. May be required to work unusual hours, weekends, and holidays.

REPORTS TO: Land Acquisition Manager

SUPERVISES: None