

# Missouri Department of Transportation

Code: R04139

Title: Assistant to the State Design Engineer - Right of Way

Exemption Status: Exempt

Grade: 21

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## Job Description

Effective Date 06-01-2017

Replaces  
(Effective Date)

**General Summary** The assistant to the state design engineer - right of way develops and enacts policies and procedures for the acquisition of right of way property and the regulation of outdoor advertising, junkyards, and scenic byways. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Business Administration, Finance, Real Estate, or related field  
Over nine years of experience in right of way, including supervisory positions.

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Design

**Special Working Conditions/Job Characteristics**

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## Examples of Work

- (1) Provides direction to district and division staff regarding right of way, outdoor advertising, and junkyards.
- (2) Approves and executes lease agreements, excess property sales, and administrative settlements.
- (3) Executes offer letters, acquisition payrolls, sales agreements, and right of way fee services contracts.
- (4) Drafts, reviews, interprets, and negotiates unique right of way contracts and agreements.
- (5) Approves conditional and partial right of way clearance certifications to advance projects to letting.
- (6) Approves policy waiver requests; approves modifications and additions to the right of way, local program administration right of way, outdoor advertising, and junkyard sections of the division.
- (7) Negotiates lease agreements with the Missouri State Office of Administration for the Highway Patrol.
- (8) Responds to legislative requests; meets with legislators, testifies at legislative hearings, and approves fiscal note responses.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**