

# Missouri Department of Transportation

Code: R04752

Title: Right of Way Manager

Exemption Status: Exempt

Grade: 19

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## Job Description

**Effective Date** 10-01-2006

**Replaces (Effective Date)** 04-01-2006

**General Summary** The right of way manager supervises and directs the administration of right of way activities at the district level including appraisals, negotiations, relocation, mediation, and condemnation to advance the Statewide Transportation Improvement Plan (STIP) projects to construction. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.

Over nine years of experience in right of way, including supervisory positions.

**Supervisory Responsibilities** Full Supervision

**Location** District Offices - Right of Way

**Special Working Conditions/Job Characteristics** Job requires occasional, statewide, overnight travel.  
Work may be performed outside of normal working hours.

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## Examples of Work

- (1) Determines the right of way resource needs to complete the Statewide Transportation Improvement Plan (STIP) and non-project specific projects by estimating the right of way costs, designating staff members to work on projects, and assigning work to staff members.
- (2) Attends core team and project team meetings to develop project schedules, explain and clarify right of way needs for project completion, identify issues, and potential issues; conducts quality assurance and quality control for the acquisition process.
- (3) Approves relocation benefit payments and real estate acquisition payrolls; makes administrative settlements for acquisition payments exceeding the approved amount of just compensation; approves contracts for services such as title insurance, fee appraisals, negotiations, relocation, and mediation.
- (4) Communicates direction and gives guidance to staff for right of way acquisition in accordance with department's direction and mission and the Code of Federal Regulations; administers activities of right of way which includes cost estimates, appraisals, negotiations, relocation, mediation, condemnation, and realty services.
- (5) Recommends actions to be taken for the disposal, lease and retention of potential excess properties, and

uneconomic remnants; oversees the research and activities leading to the disposal, lease or retention of realty assets.

- (6) Attends mediation sessions with property owners in an attempt to reach a negotiated settlement prior to proceeding with the condemnation process; serves as the department's representative with the authority to make settlement proposals and accept or reject settlement proposals made on behalf of property owners.
- (7) Evaluates needs for the fiscal year by developing an operating budget.
- (8) Monitors right of way activities performed by local public agencies to ensure compliance with the Code of Federal Regulations.
- (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.**