



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT CHIEF, RIGHT-OF-WAY	42	A	7.406

Under administrative direction of the Deputy Chief, Right-of-Way, incumbents supervise the acquisition and management of land and rights-of-ways or manage and coordinate the relocation of utilities and railroads required by the Nevada Department of Transportation (NDOT) on a statewide basis.

Manage, supervise and evaluate the performance of subordinate supervisors, to ensure the timely and effective operations of the Right-of-Way Program Area; assess and arrange training for staff to further professional development and proficiency.

Exercise considerable latitude in managing and coordinating the day-to-day operations of assigned sections in performing appraisals, acquisitions and negotiations, property management, relocation assistance, permitting and utility/railroad relocation including recommending division policies and procedures and determining priorities, scheduling projects and appropriate personnel.

Provide information to local agencies and the public for assigned program areas.

Direct the review of property appraisals to ensure consistent analysis and procedures used to determine compensation.

Provide policy, procedure and technical support to division sections; monitor progress of projects; serve as the final determination point on sensitive cases involving disputes with initial findings, and take appropriate corrective action as necessary.

Prepare budget recommendations for the division including capital expenditures, equipment and training; approve and/or recommend approval of expenditures related to the program.

Approve administrative settlements within established limits.

Direct disposal of surplus property and review and approve occupancy permits.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, finance, economics or related field and five years of progressively responsible right-of-way experience, two years of which involved supervising or managing one or more major activities of a comprehensive right-of-way program; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legislative process and the enactment of administrative code; legal procedures for condemnation; budgeting practices; contract development, negotiation and administration; technical and legal terminology, documents, and descriptions; real estate law; policies, procedures, and laws regarding the right-of-way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination, and utility and/or railroad relocation; management of human and fiscal resources pertaining to right-of-way projects. **General knowledge of:** principles of real estate appraisal; federal regulations regarding Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and the Highway Beautification Act; supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards. **Ability to:** communicate effectively in English both orally and in writing; analyze problems and develop and recommend effective solutions; plan, organize, coordinate and manage professional and/or technical staff engaged in right-of-way activities; manage multiple high-profile right-of-way projects and transactions; establish and maintain positive and effective working relationships with others at all levels within and outside the agency; preside over administrative appeals and make appropriate determinations. **Skill in:** providing leadership and direction to assigned staff; coordinating activities with divisional and departmental managers, legal counsel and local public agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.406

ESTABLISHED:	01/01/61
REVISED:	10/05/70
REVISED:	07/01/93P
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