

MAJOR FUNCTION

This position serves as the Assistant to the Right of Way Manager for Blueprint Intergovernmental Agency. Primary function is to support the facilitation of all Capital Project real estate acquisitions/dispositions/eminent domain. This position is responsible for maintaining an inventory of active and closed project files. This position prepares and processes parcel acquisition forms and provides verification of legal descriptions, surveys and appraisals. This position works with title agencies and attorneys, prepares task orders, and under the ROW Manager requests purchase orders.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provide support for real property acquisition for Blueprint projects, which includes easements, fee-simple ownership, condemnation/eminent domain, incentives, survey, appraisal, title research, closing, and coordination and contracts with technical experts when necessary. Provide support for the disposition of real property no longer needed for the Blueprint projects including transfers to maintenance entity, surplus declaration, and sale. Provide support for the relocation of tenants, owners, and businesses as applicable for Blueprint projects. Maintains the inventory of Blueprint properties, maintains records and creates project reports detailing right of way estimates and/or expenditures. Assist the public with Real Estate inquiries pertaining to Blueprint easements on their property involving such tasks as: researching documentation at the Courthouse, on-site analysis, and complete the task by responding to public concerns in a written format. Coordinate with Blueprint Director, Attorney and project management staff on property acquisition and disposition. Prepares correspondence and written reports necessary to the operations of Blueprint. Performs related work as required.

Other Important Duties

Assist other Agency departments with administrative support needs.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of real estate principles and practices, title work, legal descriptions, appraisal, engineering terms and plans, surveys, procedures used in recording deeds and obtaining dedications and disclaimers of land. Knowledge of procurement and relocations policies. Ability to perform title searches. Ability to maintain accurate records, enter information accurately and timely into databases and prepare reports on activities. Ability to perform analytical work carefully and accurately. Ability to communicate clearly and concisely, orally and in writing. Ability to operate computer-based programs, including the Microsoft Office suite of products, and custom designed reporting and tracking programs necessary for successful job performance,

Minimum Training and Experience

Possession of an associate's degree in business administration, urban planning, political science, civil engineering technology, real estate or a related field and two years of professional experience that includes the acquisition, disposition, or appraisal of real property for public agencies; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-24-20
Revised: 09-08-26