

**CITY COUNCIL COMMUNICATION 97-599  
DECEMBER 22, 1997 AGENDA**

**SUBJECT:**

**NEW JOB SPECIFICATION–  
RIGHT-OF-WAY ADMINISTRATOR**

**SUBMITTED BY:**

**WILLIAM STOWE  
HUMAN RESOURCES DIRECTOR**

**SYNOPSIS –**

The City Engineer has recommended a new job specification entitled Right-of-Way Administrator. This position, under the direction of the Assistant City Engineer, will administer the activities of the Engineering Department's Right-of-Way, Relocation, and Property Management Section.

**FISCAL IMPACT –**

The position will be assigned to Range 35 (\$60,121-\$75,999) of the Supervisory, Professional and Management (SPM) pay plan.

Funds for this position are appropriated in the FY98-99 budget.

**RECOMMENDATION –**

**Approval.**

**BACKGROUND –**

The City Engineer and a City Manager appointed steering committee have identified an immediate need for a new classification in the Right-of-Way Section. This position is essential for the coordination of all City right-of-way activities including planning and assigning work to, as well as developing policies, procedures, goals and objectives for staff, as well as appraising property and negotiating for right-of-way areas. Minimum requirements include a Bachelor's Degree in Engineering, Public Administration or a related field and extensive experience in real estate including appraising and negotiating or an equivalent combination of experience and

training. Possession of a valid Iowa Driver's License and a valid Iowa Real Estate Broker's License, or an equivalent experience substitution, are also required.