

**CITY COUNCIL COMMUNICATION 98-001
JANUARY 5, 1998 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 and Relocation Division, which will also include property management and appraisal activities.

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 –

A Continuous Quality Improvement (CQI) steering committee, in conjunction with the City Engineer, studied the future direction of the Right-of-Way Section. Their collective recommendations will influence the Section's present structure. Historically, this Section has been headed by a Senior Right-of-Way Agent who was responsible for negotiating acquisitions and supervising Right-of-Way Agents. With the retirement of the Senior Agent one year ago, the position has remained vacant pending the outcome of the CQI study. With the addition of relocation, property management, and an increase in appraisal activities, the current Senior

Agent position cannot meet the Section's administrative, knowledge, and skill needs. Subsequently, a new position, entitled Right-of-Way Administrator, is essential for coordinating all City right-of-way activities, including planning, assigning work, and developing policies, procedures, goals, and objectives for Section staff, appraising property, and negotiating right-of-way areas. Minimum requirements will now consist of 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 Real Estate Broker's and an Iowa Driver's License are also required.