



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: March 29, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 30, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, April 19, 2017**. Applicants will not be accepted after that time and date.

If you have any questions, please contact the Halie Zulauf at 217/782-5594.

TM VII

Bureau Chief of Land Acquisition  
Region1/District 1/Land Acquisition  
Highways Project Implementation  
Schaumburg  
**EXEMPT POSTING**

Attachments  
41864

A cover letter, resume and Technical Application (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, April 19, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager VII - EXEMPT POSTING</b>	<b>Salary:</b>	<b>\$7,020 – \$9,500*</b>
<b>Position Title:</b>	<b>Bureau Chief of Land Acquisition</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW417-23-51-500-00-01</b>	<b>IPR#:</b>	<b>41864</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Land Acquisition/201 W. Center Ct., Schaumburg, IL

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#### Description Of Duties:

This position is accountable for directing and coordinating all district activities associated with the timely acquisition of right-of-way required for the construction of state- and federally-funded highway projects and local agency transportation facilities to ensure meeting established letting dates, planned and proposed, to provide for economic acquisition of properties required for future improvements, and to ensure the acquisitions and associated property management activities while conforming to applicable guidelines to avoid jeopardizing necessary funding.

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#### Special Qualifications:

##### Required:

- Valid driver's license
- Districtwide travel

##### Desired:

- Completion of a Master's degree, preferably with courses in business or public administration, geography, law, or communications
- Four years progressively responsible managerial experience in public administration, business administration or governmental operations
- Thorough knowledge of modern management techniques, information systems, labor/management relations and organizational concepts
- Ability to implement and interpret policy within the area of Land Acquisition
- Ability to develop both program and operational objectives within the framework of the departmental legislated functions and professional philosophies
- Ability to develop and maintain effective working relationships between diverse groups of professional and technical personnel

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#### Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

**THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 27, 2015	<b>POSITION:</b>	Bureau Chief of Land Acquisition
<b>APPROVED BY:</b>	<u>John Fortmann</u>	<b>OFFICE/DIVISION:</b>	Highways/District 1/Land Acquisition
<b>CODE:</b>	PW417-23-51-500-00-01	<b>REPORTS TO:</b>	Engineer of Program Development

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**Position Purpose**

This position is accountable for directing and coordinating all district activities associated with the timely acquisition of right-of-way required for the construction of state- and federally-funded highway projects and local agency transportation facilities to ensure meeting established letting dates, planned and proposed, to provide for economic acquisition of properties required for future improvements, and to ensure the acquisitions and associated property management activities while conforming to applicable guidelines to avoid jeopardizing necessary funding.

**Dimensions**

Staff:	Direct 5; Indirect 32; Contractual Attorneys 100; Fee Appraisers 50; Fee Reviewers 5; and Fee Negotiators 10
Annual FAUS Program:	\$4 - \$20 Million/150-225 Parcels
Annual Lease & Rental Collections:	\$1 - \$1.5 Million
Annual Acquisition Program:	\$40-\$100 Million/300-1,000 Parcels/60-100 Projects
Average Parcels Acquired Annually:	300 -750
Annual Sales Excess Land:	\$ 1 Million

**Nature and Scope**

This position reports to the Engineer of Program Development as do the Bureau Chiefs of Design and Programming. Reporting to this position is the Acquisition Manager, the Section Chiefs of Acquisition, Engineering, Property Management and Signboard Control, the Acquisition Support Unit Head, the Land Acquisition Liaison, and an Executive Secretary.

This position functions in one of the most rapidly developing areas in the United States; what is more, because of continuous population shifts, this development will continue well into the twenty-first century. The result has, and will continue to be, rapidly changing land use, declining availability of right-of-way with the resultant enormous increase in land costs. With this development comes urbanization and the need to deal with over 250 local government units who have federal acquisition funds allotted directly. Because the expenditure of these funds must have district approval, this creates a potentially adversarial situation. Finally, this development and urbanization creates tremendous pressure for prompt action, because the projects involved are very visible and hence, politically sensitive. The effective performance of this position is further complicated by the widespread use of land trusts in the area which inhibits direct access to property owners and hence, delays the acquisition process.

Typical problems encountered in this position: obtaining necessary programming and design information to enable timely completion of parcel acquisition; coordinating parcel acquisition with private developers; providing guidance to staff in evaluating the impact of project design features on parcel acquisition; initiating public meetings with local agencies, private developers, and affected property owners to explain land acquisition impact of proposed projects; coordinates with and makes recommendations to the Attorney

General's Representatives to resolve complex legal matters associated with parcel acquisitions, violations of signboard control regulations and disposal of excess properties; determining the appropriate application of the "fair market value" concept to relocation transactions; establishing effective maintenance programs for rental properties; and establishing appropriate guidelines for the effective and efficient use of consultants in the areas of plats and plan preparation; parcel appraisals, and acquisition activities. The greatest challenge to this position is the effective coordination of the diverse land acquisition activities so as to ensure timely acquisition while establishing equity to affected property owners.

The incumbent personally participates in the programming process to properly plan and facilitate acquisition activities; conducts and participates in public and private meetings to explain right-of-way impact of proposed improvements; negotiates more difficult acquisition settlements to ensure timely acquisition; acts as expert witness in legal proceedings to support need for specific acquisitions; presides at meetings and training classes to explain to local agency personnel federal and state acquisition policies and procedures. In addition, the incumbent directs such diverse activities as occupant relocation programs, the management of district properties, and the implementation of signboard control activities, as set forth in the *Highway Beautification Act*. The incumbent plans, directs, and coordinates the work of the Bureau of Land Acquisition, establishes performance objectives and work programs, evaluates progress, selects, counsels, and motivates employees, appraises performance, provides for employee training and development, prepares bureau budget, controls budgetary expenditures, and manages and oversees the use of consultants.

Accountabilities are accomplished through the following:

*Acquisition Manager:* with a staff, performs all appraisal, negotiation, and condemnation functions required in the timely acquisition of right-of-way necessary for the completion of construction projects.

*Chief of Engineering:* with a staff of six, directs and monitors the preparation of consultant plats, plans, and legal descriptions, reviews and revises consultant submittals and evaluates consultant performance.

*Chief of Property Management and Signboard Control:* with a staff, performs the relocation and property management functions and supervises the sale of excess property.

*Acquisition Support Unit Head:* with a staff, is responsible for invoice processing, records management, monitoring financial transactions, and the performance of all management functions.

Land Acquisition Liaison: who coordinates and monitors a wide variety of land acquisition support activities.

The incumbent has frequent contacts with the Central Bureau of Land Acquisition and the district Bureaus of Design, Construction, Programming, and Maintenance, to discuss land acquisition related problems and deadlines to be met. S/He maintains effective contacts with property owners and their attorneys regarding land acquisition and compensation for more complicated parcels, and Special Assistant Attorney Generals in condemnation proceedings. Contacts with officials from local governmental agencies, consultants, railroad officials, and representatives of the Federal Highway Administration are necessary to discuss right-of-way matters and to negotiate approvals of acquisition and tenant relocation. Districtwide travel is required.

The effectiveness of this position is measured by the Bureau's ability to meet the deadlines set for land acquisition, maintain acquisition costs at reasonable levels, and ensure equity with the public and property owners.

**Principal Accountabilities**

1. Ensures acquisition of required right-of-way to meet established letting dates.
2. Ensures fair and equitable treatment to property owners affected by construction projects.
3. Ensures appropriate application of “fair market value” concept to occupant relocation activities.
4. Ensures the effective and efficient management of District acquired properties.
5. Supervise, coordinate and evaluate outside firms providing services.
6. Performs other duties as assigned.
7. Trains, motivates, and evaluates staff and ensures compliance with departmental policies, procedures and safety rules.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.