



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 31, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 1, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, August 14, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

RS IV

Appraisal & Acquisition Supervisor
Region 5/District 9/Program Development
Highways Project Implementation
Carbondale

Attachments
42166

Technical Applications [PM1080 rev 6/1/17](#)****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 by **Monday, August 14, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Realty Specialist IV	Salary:	\$5,015 - \$7,085*
Position Title:	Appraisal and Acquisition Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW944-23-59-301-20-01	IPR#:	42166

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 9/Bureau of Program Development/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for supervising and establishing the compensation to be offered for property rights; acquiring right-of-way; assisting landowners and tenants in relocation; coordinating projects with land acquisition consultants; managing state-owned property; and performing other duties as assigned.

Special Qualifications:

Required:

- Valid driver's license
- Extensive travel with occasional overnight stays; and overtime
- Outdoor work in a variety of conditions including, but not limited to, active construction sites and roadways open to traffic

Desired:

- Four years of college including course work in engineering, architecture, land surveying, business/public administration, prelaw and economics or related fields
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Extensive knowledge of real estate appraising process, negotiations and condemnation process, property management and relocation principles
- Extensive knowledge of state and federal laws concerning land acquisition and related activities by government agencies
- Ability to communicate clearly and effectively; exercise sound judgment; read and interpret reports, maps, plans, plats, legal descriptions and title abstracts
- Ability to establish and maintain effectual working relations with property owners, attorneys and government officials

Shift/Remarks:

8:00 a.m. - 4:30 p.m. / Monday - Friday

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.

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/19/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 13, 2017	POSITION:	Appraisal & Acquisition Supervisor
APPROVED BY:	<u>Carrie Nelsen</u>	OFFICE/DIVISION:	OHPI, Region 5/District 9, Program Development
CODE:	PW944-23-59-301-20-01	REPORTS TO:	Land Acquisition Engineer

Position Purpose

This position is accountable for supervising and establishing the compensation to be offered for property rights, acquiring right-of-way, assisting landowners and tenants in relocation, coordinating projects with land acquisition consultants, and managing state owned property as well as other duties as assigned.

Dimensions

Subordinate Personnel:	8
Real Estate Appraisals:	200 Annually
Average Annual Program Costs:	\$40 Million
Annual Land Acquisition Program:	\$1 - \$2 Million

Nature and Scope

This position reports to the District Land Acquisition Engineer. Reporting to this position are the Relocation and Property Manager, Appraiser/Reviewer, Acquisition Specialist, Special Programs Coordinator, Staff Appraisers and Title Specialist.

The incumbent in this position supervises subordinates and consultants in conducting appraisals, negotiations, and relocation and property management. In the area of appraisals the incumbent must ensure that accurate appraisals are prepared so that private property owners are justly paid for their property and yet the state does not waste valuable resources by overpaying. In the area of negotiations the incumbent is responsible for acquiring the necessary interest in land by voluntary agreement at a fair price to both the landowner and the state. In the area of relocation and property management it is the incumbent's responsibility to ensure that affected people are relocated with a minimum amount of disruption, and that state owned properties are managed in the best interest of the state.

Typical problems of this position are the supervision of staff and fee appraisers to ensure uniformity of appraisal values and the application of acceptable appraisal techniques; determining value where there are few comparable sales; resolving divergent opinions of different appraisers; attempting to successfully negotiate with difficult land owners; the use of considerable tact, skill, and diplomacy when dealing with property owners, attorneys and the general public; resolving complex and unusual transactions; finding homes for dislocated home owners; working closely with consultants on preparation of work orders and insuring the consultant meets the Departments project letting goals; and, managing state owned properties. The incumbent also acts as liaison between property owners and other department personnel as required in the appraisal and acquisition of land. The greatest challenge for the incumbent is to conduct the affairs in their area of responsibly so as to treat affected people fairly and according to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended while preserving the assets of the state.

The incumbent personally makes estimates; prepares waivers, coordinates appraisals and reviews appraisals made by staff and/or consultant appraisers; makes independent determination of just compensation; recommends the employment of contract appraisers or negotiators; manages the sections various land acquisition contracts; reviews and evaluates witness testimony; studies appraisals, plans, and title reports;

contacts landowners and outside institutions; negotiates and/or supervises the negotiation of land purchases; supervises subordinates engaged in relocating disrupted landowners, managing state owned properties; and, plans and assigns work involving negotiations.

The incumbent accomplishes goals through the following subordinate positions:

Relocation and Property Manager who is responsible for providing relocation advisory assistance to displaced individuals and businesses, administering the relocation plan and managing property owned and acquired by the District.

Appraiser/Reviewer and Staff Appraisers who is responsible for preparation of real estate appraisals, land economic studies, junkyard evaluations, sign and signboard evaluations, and special cost study reports. In addition, this position is responsible for reviewing appraisals made by staff and contract appraisers, making independent determination of just compensation for each property reviewed.

Acquisition Specialist who is responsible for acquisition of all types of properties by negotiated settlement. This encompasses all the necessary functions such as studying appraisals and plans, examining title reports, contacting owners, and maintaining parcel record in files.

Special Programs Coordinator who is responsible for acquiring title of ownership for land acquisition needs, executing the provisions of the Highway Advertising Act, Recyclers Junkyard Control Act, maintenance of the District records of right-of-way plats and documentation, and for assisting in the acquisition of right-of-way for highway projects.

Title Specialist who is responsible for securing title commitments needed for the acquisition of property for highway projects, maintaining the district records of right-of-way plats and documents, performing courthouse research and recording, and managing/ordering asbestos reports.

The incumbent has authority to complete all negotiations and is responsible for recommendations to bring such negotiations to a successful close. S/he recommends acceptance of counter offers, plan changes, and adjustments for crop damage. S/he will discuss with both his/her supervisor and subordinates complex title problems, housing of last resort, complex commercial/industrial moves and politically sensitive property management transactions. The incumbent must operate within real estate laws, and Federal regulations, specifically, The Uniform Relocation Assistance and Real Property Acquisition Policies Act as well as Departmental policies and procedures.

The incumbent confers with the Bureau of Program Development on plan details, scheduling and cost estimates. The most significant contacts are with other units within the incumbent's bureau and concern acquiring land or relocating people. The Central Bureau of Land Acquisition is contacted regarding State and Federal regulations, policies and training. There are extensive outside contacts with landowners, attorneys, banks, lending institutions, trust officers, county officials, real estate firms, housing authorities, builders, and appraisers. All of these concern acquiring land, relocating people, and managing state owned property. This position requires a valid driver's license; extensive travel within the District and occasional outside the District, which could include overnight stays; occasional overtime during nights and weekends in order to meet the Department's letting schedule; and outdoor work in a variety of conditions including, but not limited to, active construction sites and roadways open to traffic.

Performance may be evaluated by total number of parcels acquired, and the percentage acquired by voluntary conveyance, as opposed to condemnation. The meeting of deadlines is another measure of performance. Feedback in the form of complaints or the lack thereof is an important criterion in both acquisition and relocation and property management.

Principal Accountabilities

1. Ensure that all real estate appraisals and waivers prepared and reviewed in the District are in conformance with all applicable laws and Federal and State regulations and performed according to recognized techniques.
2. Ensure the coordination of the workload between the appraisal and negotiation area of the unit.
3. Negotiate and acquire right-of-way by voluntary conveyance in accordance with the District Acquisition Program. Recommend condemnation proceedings when voluntary conveyance is not possible.
4. Properly document all transactions for each parcel acquired.
5. Ensure that all displaced landowners receive the benefits to which they are legally entitled.
6. Manage all state owned property for the best interest of all the people of the State of Illinois.
7. Ensure that subordinates are educated, trained, developed, and motivated in right-of-way methods, techniques, policies, and procedures.
8. Performs other duties as assigned.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.