



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: September 1, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 5, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, September 18, 2017**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

RS III Relocation/Property Manager
Region 2/District 3/Program Development
Highways Project Implementation
Ottawa

Attachments
42190

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, September 18, 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 III	Salary:	\$4,670 - \$6,483*
Position Title:	Relocation/Property Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW943-23-53-301-31-01	IPR#:	42190

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Program Development / 700 E. Norris Drive, Ottawa, IL

Description Of Duties:

This position is responsible for administering, scheduling, and supervising the relocation assistance and property management activities for the clearance of district right-of-way.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

Desired:

- Four years of college including coursework in business or public administration, engineering, pre-law, economics
- Four years of professional experience in real estate appraisal, negotiation, property management, or relocation assistance
- Knowledge of real estate appraising process, negotiations and condemnation process, property management and relocation principles
- Knowledge of state and federal laws concerning land acquisition and related activities
- Knowledge of departmental land acquisition policies and procedures
- Ability to communicate clearly and effectively; exercise sound judgement; and read and interpret maps, plans, plats, legal descriptions and title abstracts
- Ability to establish and maintain effectual working relations with property owners, attorneys, and governmental officials

Shift/Remarks:

8:00 am - 4:30 pm / 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 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 2017	POSITION:	Relocation/Property Manager
APPROVED BY:	Wayne Phillips	OFFICE/DIVISION:	OHPI/Region 2/District 3
CODE:	PW943-23-53-301-31-01	REPORTS TO:	Acquisition Manager

Position Purpose

This position is responsible for administering, scheduling, and supervising the relocation assistance and property management activities for the clearance of right of way within the district.

Dimensions

Annual Land Acquisition Expenditures:	\$2-\$6 Million
Annual Number of Relocates:	2 to 15
Annual Number of Dispositions of Buildings:	2 to 15
Annual Number of Dispositions of Excess Land, Easements, or Access Rights:	5 to 20
Annual Number of Relocation Plans Prepared:	2 to 10
Annual Number of Rentals Managed:	5 to 20

Nature and Scope

This position reports to the Acquisition Manager as do one to four negotiators. There are no subordinates reporting to this position.

This position ensures that persons or businesses displaced by proposed highway improvement are relocated and improved properties cleared in such a manner that construction letting dates are not delayed. Federal and state laws require that displaced persons must be relocated with the least amount of inconvenience and hardship into comparable replacement housing that is decent, safe, and sanitary. It is essential that the relocation of people and businesses be expedited with extreme tact and diplomacy as this is a very sensitive and emotional experience for displaced persons. The incumbent manages acquired properties deriving maximum return from rental and sale of acquired improvements and excess lands, thereby reducing the tax dollars needed for right of way costs. The incumbent enters all data and manages the NORWAY inventory database. This position is uniquely complex in that it is responsible for the relocation of displaced persons and businesses under the comprehensive and complicated Relocation Assistance and Payments Program.

The most typical problems encountered are: providing relocation advisory assistance to those relocating, determining relocation payments for moving expenses, replacement housing supplement, rent supplements, payments for increased mortgage interest costs; satisfactorily resolving numerous problems of displaced persons and securing replacement housing or business locations; determining values to be used for retention of buildings, public sale or rent; disposing of excess land of buildings by public sale and extinguishment of access rights or easements by legislative action. The greatest challenge of the position is organizing, coordinating, directing and expediting the relocation of individuals and businesses with a minimum of inconvenience and hardship to those relocating to meet predetermined construction letting dates.

The incumbent prepares project relocation plans and furnishes information involving displaced persons for preliminary engineering studies and discusses relocation programs and benefits at public hearings. The incumbent coordinates asbestos inspections for all buildings acquired. The incumbent determines eligibility for the numerous different types of relocation payments. He/She compiles and maintains current neighborhood data for determining available replacement facilities and for establishing replacement housing costs. He/She must inspect replacement housing to authenticate that it is decent, safe, and sanitary. The incumbent must continually check and assist those relocating to ensure proper and timely clearance of right of way. This position determines values of improvements for retention and rent, and manages the disposal of improvements and excess land. The incumbent provides relocation advisory assistance to those relocating; determines relocation payments; contacts lending agencies, realtors, builders and moving companies; manages acquired properties; assembles and reviews reports; determines values for retention of buildings, rent, and assists in the various tasks involved with property management.

This position is governed by the established policy and procedure of the Department, the "Uniform Relocation Assistance and Real Property Acquisition Act" and the Highway Code. The incumbent has broad freedom in scheduling and accomplishing workloads, determining eligibility and compensation for relocation payments, setting the retention values as well as rental rates on improvements acquired, accepting or rejecting moving bids and determining decent, safe and sanitary housing. The incumbent makes recommendations to the Acquisition Manager when there is a disagreement with property owners or for resolving unique relocation or property management problems.

This position works with district personnel of Program Development in preparing preliminary and project relocation plans, assisting in the preliminary engineering studies, and with the Central Office for unusual problems. Contacts with the public service companies, land owners, attorneys, lending agencies, realtors, multiple listing services, builders, house movers, moving companies, and city and public officials are required in the job related duties of relocation assistance and property management. It will be necessary for the incumbent to travel extensively to perform the mentioned duties.

The effectiveness of this position is measured by the extent to which construction schedules are not delayed by the work of the Relocation Section, by the lack of complaints of reviews requested by those relocating, by the response of owner-occupants or tenants towards the Relocation Program and by the maintaining of good working relationship with those relocating, and others within the Department. Effectiveness of the position is also measured by the timely disposition of excess land, easements, or access rights and property management activities.

Principal Accountabilities

1. Properly schedule and accomplish the preparation and execution of an orderly relocation program to clear right of way so that construction schedules are met.
2. Prepare project relocation plans on improvements involving displaced persons or businesses to comply with state and federal regulations.
3. Personally contact, assist, and explain the relocation program to displaced people or business owners to inform them of their eligibility under the program.
4. Supervise preparation or prepare various special reports, handle correspondence of relocation and property management matters, handles complaints and maintains the unit records to properly and effectively perform the duties of this position. Manage the NORWAY inventory database. Coordinates asbestos inspections for all buildings acquired.
5. Responsible for proper compliance and quality control of relocation and property management activities to comply with state and federal requirements.

6. Maintain proper liaison with other district and Central Office personnel and those relocating to effectively perform the necessary duties of this position and to create harmony with people who must be displaced by proposed transportation improvements.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Perform other duties as assigned.