



# 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: November 20, 2017

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 22, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, December 7, 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 Manager  
Region 5/District 8/Program Development  
Highways Project Implementation  
Collinsville

Attachments  
42333

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, December 7, 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

<b>Classification:</b>	<b>Realty Specialist III</b>	<b>Salary:</b>	<b>\$4,670 - \$6,483*</b>
<b>Position Title:</b>	<b>Relocation Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW943-23-58-301-30-02</b>	<b>IPR#:</b>	<b>42333</b>

---

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

OPHI/District 8/Region 5/Bureau of Program Development/1102 Eastport Plaza Drive, Collinsville, IL

---

### Description Of Duties:

This position is responsible for supervising and providing all relocation assistance necessary in aiding property owners whose property has been acquired by the Department. In performing the functions of this position, the incumbent is required to assist former property owners in acquiring or relocating to suitable property, requiring tact and diplomacy on the part of the incumbent. The incumbent is required to coordinate moving activities of former tenants and/or property owners with the activities of moving agencies, real estate companies, property owners and financial institutions.

---

### Special Qualifications:

#### Required:

- Valid driver's license

#### Desired:

- Completion of four years of college including coursework in engineering, business administration, prelaw or economics
- Four years of professional experience in real estate appraisal, negotiation, property management, or relocation assistance
- Ability to communicate clearly and effectively; and exercise sound judgment
- Ability to establish and maintain effective working relationships with property owners, attorneys, and government officials
- Strong computer skills, specifically with Microsoft Office Suite

---

### Shift/Remarks:

8:00 am – 4:00 pm / Monday - Friday

\*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**

<b>DATE:</b>	July 2015	<b>POSITION:</b>	Relocation Manager
<b>APPROVED BY:</b>	Kirk Brown	<b>OFFICE/DIVISION:</b>	District 8 / Program Development Land Acquisition
<b>CODE:</b>	PW943-23-58-301-30-02	<b>REPORTS TO:</b>	Land Acquisition Manager

---

***Position Purpose***

This position is accountable for supervising and providing all relocation assistance necessary in aiding property owners whose property has been acquired by the Department.

***Dimensions***

Annual Relocation Expense:	\$300,000 to \$1,000,000
Number of Projects:	3 to 10
Annual Number of Relocations:	25 to 50

***Nature and Scope***

This position reports to the Land Acquisition Manager as does the Property Manager and Chief Negotiator.

This position is accountable for providing all necessary relocation assistance to former property owners or renters whose property has been acquired by the Department. The district is composed of highly urbanized and rural areas. The urbanized area has large portions of economically depressed areas which complicate the task of trying to relocate individuals into suitable housing that meets appropriate standards and is within their economic reach.

In performing the functions of this position, the incumbent is required to assist former property owners in acquiring or relocating to suitable property. The difficulty of this is increased due to the reluctance of the property owners to relocate, requiring tact and diplomacy on the part of the incumbent. The incumbent is required to coordinate moving activities of former tenants and/or property owners with the activities of moving agencies, real estate companies, property owners and financial institutions. In performing the functions of this position, the incumbent's greatest challenge is to satisfy the needs of the former property owners and tenants in order to clear the right-of-way while maintaining the image of the Department.

In performing the functions of this position, the incumbent is required to establish priorities of relocation projects and assist in locating or providing direction to staff engaged in locating suitable property for those who are relocated. He/She resolves difficulties in the relocation process; establishes schedules and priorities for subordinates and reviews progress; stays abreast of all project status; prepares preliminary and project relocation plans; presents information about relocation programs at public hearings; establishes replacement housing payments; provides relocation advisory assistance; approves claims for moving expenses, replacement housing and transfers. These activities require the incumbent to be knowledgeable of current housing costs and rental rates. He/She also prepares or reviews agreements with other agencies to provide relocation assistance and reviews the work therefrom; establishes and operates subsidiary relocation offices. If so required, this position also includes the accountability of negotiating the purchase of rights-of-way on industrial properties from corporations, commercial, farm or complex parcels required for highway construction projects within a District that is composed of both highly urbanized and rural areas. If so required, this position also includes the accountability of assisting in the supervising management of all properties prior to the demolition or disposition of said property within a District that is highly urbanized and rural in nature.

In performing the functions of this position the incumbent exercises wide latitude in resolving all relocation problems in accordance with Illinois Department of Transportation Policies and Procedures, Central and District relocation guidelines, and Federal Highway Administration Standards.

In performing the functions of this position, the incumbent deals with the following personnel: Central Bureau of Land Acquisition personnel weekly; fee relocation representatives weekly; realtors weekly; Public Housing Authority monthly; general contractors occasionally, various moving companies frequently; mobile home dealers occasionally; financial institutions weekly; general public daily; various federal agencies monthly, social welfare agencies monthly; and urban renewal agencies monthly.

In performing the functions of this position, the incumbent is evaluated according to his/her ability to meet all requirements of the Relocation Manual and within the time frames established for the construction of the project.

***Principal Accountabilities***

1. Reviews all documents, forms, etc. for accuracy and completeness and compliance with established policies and procedures.
2. Plans timely completion of all phases of work to maintain flow of work of other right of way sections and to clear right-of-way for scheduled construction lettings.
3. Maintains good public relations.
4. Provides and maintains a safe work environment for employees.
5. Remains abreast of the asbestos abatement program as it relates to Property Management.
6. Remains abreast of RPTA & hazardous waste policies and procedures.
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.