



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 10, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, January 24, 2018**. 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 IV

Land Acquisition Manager
Region 3/District 5/Program Development
Highways Project Implementation
Paris

Attachments
42422

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 **Wednesday, January 24, 2018**, 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:	Land Acquisition Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW944-23-55-301-30-01	IPR#:	42422

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 3 / District 5 / Bureau of Program Development / 13473 IL Hwy 133, Paris, IL

Description Of Duties:

This position is accountable for scheduling and supervising all state and federal highway right-of-way acquisition, as well as necessary relocation assistance for the state construction program in Region 3/District 5, and provide liaison with local agencies regarding Real Estate Acquisition requirements needed to ensure compliance and certification on projects for the Region 3/District 5 Local Roads construction program.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel with occasional overnight stays

Desired:

- Four years of college including coursework in engineering, real estate appraisal, business administration, pre-law, economics
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Knowledge of state and federal laws concerning land acquisition and related activities
- Ability to establish and maintain effectual working relations with property owners, attorneys and government officials
- Ability to exercise judgement and communicate clearly and effectively

Shift/Remarks:

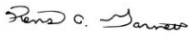
8:00 am – 4:30 pm / Monday – Friday

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:	April 4, 2017	POSITION:	Land Acquisition Manager
APPROVED BY:		OFFICE/DIVISION:	OHPI/R 3 D5/Program Development/Land Acquisition
CODE:	PW944-23-55-301-30-01	REPORTS TO:	Land Acquisition Engineer

Position Purpose

This position is accountable for scheduling and supervising all state and federal highway right-of-way acquisition, as well as necessary relocation assistance, for the state construction program in Region 3/District 5, and provide liaison with local agencies regarding Real Estate Acquisition requirements needed to ensure compliance and certification on projects for the Region 3/District 5 Local Roads construction program.

Dimensions

Direct Subordinate Personnel:	4-6 Technical Full Time
Indirect Subordinate Personnel:	7 County Engineers, 10 City Engineers/Public Works Directors
Annual State Acquisition Program:	Parcels 100 to 300; Dollar Volume \$500,000 to \$1,500,000
Annual Local Agency Acquisition Program:	Parcels 75 to 100; Dollar Volume \$1,000,000
Annual Number of Residential and Business Relocations:	5-10

Nature and Scope

This position reports to the Land Acquisition Engineer as do the Appraisal Manager, Chief of Plats and Plans, Chief Surveys, and an Executive Secretary.

This position schedules the negotiations and relocation assistance for the State Land Acquisition Program to ensure that required right-of-way acquisition is expedited in such a manner that needed land is available for necessary utility adjustment and/or targeted construction timetables, while ensuring that the former property owners are provided fair and just compensation in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act). The position reviews title reports, right-of-way plans, construction plans, and appraisals to fully understand the effects of the project and to anticipate any special or unusual negotiation problems. S/he assists the Land Acquisition Engineer in obtaining title to property where negotiations or encumbrances prohibit routine acquisition of needed property such that condemnation through eminent domain proceedings is necessary to complete the acquisition for the targeted timetables. S/he provides expertise in acquisition activities; provides general acquisition services and supervises data input and retrieval utilizing the Land Acquisition System (LAS). The incumbent provides liaison guidance to local public agencies for right-of-way projects to ensure they have complied with The Uniform Act.

This position is unique in that it is responsible for property negotiations, relocation of displaced persons, execution of all acquisition documents, and clearance of titles as required by law for State Roads Programs.

Typical problems include establishing effective communications with all property owners so that an understanding is reached; satisfactory resolution of displaced individuals in securing replacement housing or business relocation so negotiations are successfully consummated; resolving questions and complaints from property owners or attorneys concerning right of way acquisition with tact, skill, and diplomacy; motivating his/her subordinates resulting in the least number of parcels requiring acquisition through condemnation; and dealing with developer initiated property donations to provide for highway land needs while ensuring legal and

environmental encumbrances are appropriately addressed. This position prepares the necessary condemnation requests for those parcels to be secured through eminent domain proceedings. The greatest challenge is scheduling and expediting right of way acquisition and relocation assistance with a minimum of inconvenience and hardship to the public, and still meet pre-scheduled construction letting dates.

The incumbent accomplishes his/her accountabilities through a staff of 4-6 Real Estate Specialists. The Real Estate Specialists review project areas, right of way plans, appraisals, and title reports prior to negotiations and determine relocation payments. They prepare offers to purchase and introductory letters, negotiate, and maintain a complete set of notes during negotiations, keep the District Land Acquisition Engineer informed of any problems, prepare reports, and check county records for various requirements, including the title check prior to delivery of state warrants. One of the Specialists coordinates and supports the incumbent to ensure all documents, payments and records retention is completed within legal and policy requirements.

The incumbent, along with the Land Acquisition Engineer, is personally responsible for all duties and coordination associated with eminent domain condemnation proceedings, including identification of those parcels requiring condemnation, coordination of assignment of a Special Assistant Attorney General (SAAG), preparation of hearing and trial documents, hearing and trial dates/dockets, expert testimony as to need, valuation, and acquisition, orders vesting title, and final documentation.

This position is guided by established policies and procedures of the Department of Transportation, Attorney General's Office, the laws of eminent domain, and the Uniform Relocation Assistance and Real Property Acquisition Act.

This position works closely and coordinates his/her schedule with other units in Land Acquisition. This position confers with the Central Bureau of Land Acquisition for policy clarification and advice, and maintains liaison with other district bureaus. S/he works with the Special Assistant Attorneys General during condemnation to verify that proper negotiation has taken place and to alert them of any potential problems. Statewide travel with occasional overnight travel is required.

The effectiveness of this position is measured by the extent to which letting deadlines are met, by the percentage of parcels settled without condemnation, and by the maintenance of good working relationships with landowners, subordinates, and between his/her unit and other units within the department.

Principal Accountabilities

1. Schedule and supervise, and assist staff in providing fair and reasonable negotiations for needed land.
2. Conduct negotiations with property owners, their attorneys, and public officials for acquisition of right-of-way from railroads and/or in complex and special cases.
3. Supervise the preparation of Relocation Assistance plans and other necessary documents for title clearance and payments.
4. Prepare condemnation requests and work with the Special Attorneys General in eminent domain proceedings.
5. Provide liaison for Local Agencies on Land Acquisition matters.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.