



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: November 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, November 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, November 21, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications is 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

Acquisition Manager
Region 4/District 6/Program Development
Office of Highways Project Implementation
Springfield

Attachments
43210

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, November 21, 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 is 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.



Position Summary Sheet

An Equal Opportunity Employer

Classification:	Realty Specialist IV	Salary:	\$5,015 - \$7,085*
Position Title:	Acquisition Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW944-23-56-301-30-01	IPR#:	43210

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 4 / District 6 / Bureau of Program Development / 126 E Ash St, Springfield IL

Description Of Duties:

This position is responsible for negotiations involving the acquisition of property needed to make transportation improvements, for the management of the signboard and screening programs, assisting in coordinating right-of-way projects for local agencies and for all relocation functions.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel which may include overnight stays and overtime

Desired:

- Completion of four years of college including course work in engineering, business administration, prelaw and economics
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Extensive knowledge of state and federal laws concerning land acquisition and related activities, and departmental land acquisition policies and procedures
- Ability to communicate clearly and effectively; to exercise sound judgment; to read and interpret reports, maps, plans, legal descriptions and title abstracts
- Ability to establish and maintain effectual working relationships with employees, property owners, attorneys, government officials and the public

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:	October 2018	POSITION:	Acquisition Manager
APPROVED BY:	Jeffrey M. South	OFFICE/DIVISION:	Office of Highways Project Implementation/District 6
CODE:	PW944-23-56-301-30-01	REPORTS TO:	Land Acquisition Engineer

Position Purpose

This position is responsible for negotiations involving the acquisition of property needed to make transportation improvements, the management of the signboard and screening programs, assisting in coordinating right-of-way projects for local agencies, and for all relocation functions.

Dimensions

Subordinate Personnel:	2 - 5
Annual Acquisition Program:	\$2 - \$8 Million 25 - 30 Projects 100 - 300 Parcels
Geographic Area:	15 Counties

Nature and Scope

This position reports to the Land Acquisition Engineer. Reporting to this position are two Senior Negotiators, two Negotiators and a Junior Negotiator.

This position conducts negotiations and supervises the application of laws regulating junk yards. The nature of this position requires diplomacy because of the large number of external contacts the incumbent encounters. Effective negotiations minimize the cost of acquisitions, reduce condemnation expenses, and result in the property owners receiving a fair settlement. Effective screening programs enhance the beauty of the highways throughout the district. The final preparation and execution of documents required by law are the responsibility of this position.

Typical problems are legal, technical, and communicative in nature. The incumbent must establish effective communication with the owners of complex parcels so that understanding is reached, confidence is developed, and negotiations are successfully consummated. Also, this position resolves questions and complaints from property owners or their attorneys concerning the acquisition and their property rights with skill and diplomacy to ensure good public relations. The greatest challenge of this position is scheduling and expediting right-of-way acquisitions to provide effective negotiations while still meeting construction letting dates.

This position personally schedules and assigns the unit's resources and monitors the progress of all phases of the district land acquisition negotiating work. The incumbent negotiates with property owners, tenants, or their attorneys in complex or special cases and reviews title reports, counter offers, construction plans, right-of-way plans, and appraisal reports in order to fully understand the effect of the project and how it might affect remaining property, and to participate in any special or unusual negotiating problems. The incumbent will also supervise the administration of the junk yard screening laws and must coordinate and work closely with other bureaus regarding such matters as design, utilities, and construction. The incumbent reviews negotiations of each parcel to verify that all state and federal policies and procedures have been met. Where settlement has not been reached, this position must determine if sufficient efforts have been made in negotiations and whether to recommend condemnation. This position ensures all duties related to relocation are properly performed.

The incumbent accomplishes assigned accountabilities through the following staff:

Senior Negotiators (2) - who are responsible for acquiring complex right-of-way parcels for highway construction projects.

Negotiators (2) - who are accountable for acquiring rights-of-way on multi-parcel projects for current and future transportation improvements.

Junior Negotiator - who is responsible for acquiring rights-of-way on less complex projects for current and future transportation projects.

This position operates within the guidelines of the Land Acquisition Policies and Procedures Manual, the Highway Design Manual, and federal and state regulations including the Uniform Relocation and Assistance and Real Property Acquisition Policy Act of 1971, the Illinois Revised Statutes, Chapters 47 and 121, the 1971 Highway Advertising Control Act, the Junkyard and Scrap Processing Facilities Act and the uniform Relocation and Assistance and Real Property Acquisition Policy Act of 1971. The incumbent also makes recommendations about when to conclude negotiations and proceed to condemnation. The incumbent is responsible for motivating, evaluating, and ensuring the safety of subordinates. This position may require overtime and travel with overnight stays for training and meetings.

Internal contacts are with the district's Studies and Plans and Program Sections of the Bureau of Program Development, the Construction Section in the Bureau of Project Implementation, the Field and Traffic Operations Sections in the Bureau of Operations, the district's Local Roads and Streets Section, and with the central Bureau of Land Acquisition. External contacts are with property owners, their attorneys, the Federal Highway Administrators, local agencies and officials, and with the general public.

The effectiveness of this position is measured by the extent to which construction letting schedules are met, the ability to avoid condemnation cases, and the compliance of the department with junk yard laws.

Principal Accountabilities

1. Ensures quality control, compliance to regulations, and timely completion of all negotiation and junk yard activities.
2. Maintains good public relations with all external contacts.
3. Reviews the project area, construction and right-of-way plans, and appraisals prior to the initiation of negotiations to minimize negotiation problems.
4. Supervises the preparation of special documents for title clearance, prepares special reports, and maintains negotiation and junkyard records.
5. Maintains office files and records to provide timely answers as to the status of all land acquisition activities.
6. Responsible for relocation functions.
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. Performs other duties as assigned.