

Job Title: REALTY SPECIALIST IV - APPRAISAL AND ACQUISITION SUPERVISOR - IPR#45039

Agency: Department of Transportation

Closing Date/Time: 01/21/2022

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Jackson

Number of Vacancies: 1

Plan/BU: NR916

Interested applicants must apply for this position on the Work for Illinois website, www.work.illinois.gov.

Please direct any questions to the Agency Contact listed below.

***This position is covered by the Revolving Door Prohibition Policy.**

NOTE: This position was previously posted. Those applicants that applied to the original posting do not need to re-apply, as the original application will be accepted for the posting. Please direct any questions to the Agency Contact listed below.

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through SuccessFactors. Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Appraisal and Acquisition Supervisor. The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

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.

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

This position reports to the district Land Acquisition Engineer. Reporting to this position are the Relocation and Property Manager, Appraisers, Acquisition Specialists, 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 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 department's 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 responsibility 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.

(Job Responsibilities continued)

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.

Staff Appraisers - who are 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 Specialists - who are 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.

Title Specialist III - 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.

(Job Responsibilities continued)

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 travel 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. Ensures 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. Ensures the coordination of the workload between the appraisal and negotiation areas of the unit.
3. Negotiates and acquires right-of-way by voluntary conveyance in accordance with the District Acquisition Program. Recommends condemnation proceedings when voluntary conveyance is not possible.
4. Documents all transactions for each parcel acquired.
5. Ensures all displaced landowners receive the benefits to which they are legally entitled.
6. Manages all state owned property for the best interest of all the people of the state of Illinois.
7. Ensures that subordinates are educated, trained, developed, and motivated in right-of-way methods, techniques, policies, and procedures.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of two years of college majoring in engineering, construction management, or related fields PLUS three years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance or a combination thereof; OR

- Four years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance or a combination thereof
- Valid driver's license
- Extensive districtwide travel and some statewide, which may include overnight stays
- Occasional overtime during evenings and weekends
- Outdoor work in a variety of conditions and weather (hot, cold, wet, windy, muddy) including, but not limited to, active construction sites, roadways open to traffic and/or off-road areas inhabited by insects, snakes, poisonous plants, etc.

Position Desirables

- Understanding of title commitments, legal descriptions and land lines, sectionalized land nomenclature, property management, courthouse research and recording, property acquisition, construction plans, appraisals, negotiations, relocation, and the condemnation process
- Strong Microsoft Office (Word, Excel, Access, PowerPoint) skills
- Strong organizational skills
- Strong human relations skills
- Strong oral and written communication skills

Work Hours: 8:00 AM to 4:30 PM Monday-Friday

Work Location: 2801 W Murphysboro Rd Carbondale, IL 62901-1059

Office: Office of Highways Project Implementation/Region 5/District 9/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the work.Illinois.gov homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the work.Illinois.gov homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees[KS(1)] and review the Internal Candidate Application Job Aid HERE[KS(2)]

Non-State employees: on work.Illinois.gov – click "Application Procedures" in the footer of every page of the website.