

Title: Lead Relocation Coordinator	Effective Date: June 19, 2021	Grade: XIV	Job Category: Professional
Prior Title: Relocation Coordinator II, Relocation Coordinator	Prior Effective Date: June 30, 2016	Grade: XIV	Page: 1 of 2

CHARACTERISTICS OF WORK

Under general supervision of the Section Head - Relocation, this position is responsible for the relocation of people and organizations, displaced as a direct result of a highway or transportation related project, in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Train and provide direct assistance to Relocation Coordinators.
- Handle complex relocations.
- Complete replacement housing studies for residential owners and tenants.
- Compute payments for and provide assistance to individuals, families, businesses, nonprofit organizations, and farms involved in the relocation process.
- Determine eligibility and calculate incidental expense payments and increased interest payments.
- Review proposed highway projects using all available resources including right of way and construction plans, and publicly available information.
- Complete fieldwork and research for conceptual state relocation statements and relocation costs estimates.
- Perform decent, safe, and sanitary dwelling inspections.
- Present relocation eligibility and vacancy notices.
- Occasionally, negotiate and acquire real property acquisitions through personal negotiations or mail whenever individuals, businesses, nonprofit organizations and farms are displaced as part of a proposed highway project.
- When negotiating and acquiring real property acquisitions, advise the property owner on how much property is being acquired, the effect on the remaining property, and how the offer was determined.
- Attend and participate in public meetings.
- Coordinate testing for asbestos and contract for the removal of asbestos from improvements in clearing the acquired right of way.
- Oversee the procurement of contracts for the demolition of structures in accordance with ARDOT procurement policy and ensure the timely and specific performance of contractors.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university in business administration, real estate, psychology, sociology or related field; OR the educational equivalent to a diploma from an accredited high school and four years of relocation related experience. Direct relocation experience.

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Knowledge, skills and abilities:

Effective leadership and communication skills. Aptitude for conflict management and problem solving. General understanding of the function of each section in the Right of Way Division. Thorough knowledge of federal relocation procedures, rules, and regulations including the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 as amended and its implementing regulations, 49 CFR 24. Good computer skills including ability to use the Microsoft Office suite of products. Familiar with ARDOT procurement policy.

Physical requirements:

Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc.

Working conditions:

Constant statewide travel including overnight travel depending on project locations and workload. Constant statewide travel for this position means overnight travel up to four night per week depending on project location. Meetings with the public on location. Field inspections may occur in wild environments, tight spaces, or elevated locations.

Licenses, registrations and certifications:

Valid driver's license. Able to obtain notary license. Currently certified or able to obtain certification as an accredited asbestos inspector. Real estate licensure, appraisal licensure, project management certification, or International Right of Way Association R/W-RAC, R/W-URAC, or SR/WA certification desirable.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.