

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

CHARACTERISTICS OF WORK

Under direct 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.

- Receive training and technical instruction from internal and external sources regarding relocation rules, regulations, policies and procedures.
- 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.
- Assist the review of the proposed right of way for highway projects.
- Assist in fieldwork and research for conceptual stage relocation statements and relocation cost estimates.
- Perform decent, safe and sanitary dwelling inspections.
- Present relocation eligibility and vacancy notices.
- 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.
- Advise the property owner on less complex tracts regarding how much property is being acquired, the effect on the remaining property, and how the offer was determined.
- Attend public meetings.

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 related experience.

Knowledge, skills and abilities:

Effective written and verbal communication skills. Aptitude for problem solving and conflict management. Ability to work with a wide range of personality types. General knowledge of federal relocation procedures, rules and regulations preferred. Good computer skills including the ability to use the Microsoft Office suite of products.

Physical requirements:

Ability to traverse rugged terrain.

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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.