

Title: Relocation Specialist	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 2

CHARACTERISTICS OF WORK

With minimal supervision, this position is accountable 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 Acquisitions Policies Act of 1970, as amended, and performs some of the administrative and supervisory work in planning and administering the activities of the Relocation Section.

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.

- Advise Section Head regarding staffing needs for upcoming projects including the need for the use of consultants.
- Train and provide technical assistance to Relocation Coordinators and Lead Relocation Coordinators. Provide technical assistance and direction to consultants.
- Complete replacement housing studies for residential owners and tenants and review and recommend for approval replacement housing studies in accordance with federal requirements.
- Compute payments for individuals, families, businesses, farms, and non-profit organizations involved in the relocation process and review and recommend payments for approval in accordance with federal requirements.
- Coordinate the review of proposed highway projects using all available resources including right of way and construction plans, publicly available information, and by conducting field inspections. Liaison with other Sections and Divisions to mitigate or raise awareness of impacts in early stages of projects.
- Develop project relocation counts, cost estimates, and Conceptual Stage Relocation Statements.
- Perform and review decent, safe, and sanitary dwelling inspections.
- Negotiate and acquire real property acquisition 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 moderate to highly complex tracts regarding how much property is being acquired, the effect on the remaining property, and how the offer was determined.
- Present Relocation Eligibility Notices and Vacancy Notices.
- 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.

Title: Relocation Specialist	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 2 of 2

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in business or public administration, real estate, psychology, sociology, or related field; OR the educational equivalent to a diploma from an accredited high school and four years of direct relocation experience. Direct experience in relocation procedures. Prior leadership or supervisory experience in a right of way role.

Knowledge, skills and abilities:

Effective leadership skills and excellent written and verbal communication skills. Proven ability to manage and resolve conflicts efficiently and solve problems. Strong understanding of right of way principles including a thorough understanding of the function and operations of each section in the Right of Way Division. Thorough understanding of the interrelationship between all right of way disciplines and relocation assistance. Advanced working knowledge of the Uniform Relocation Assistance and Real Property Acquisitions Policy Act of 1970 as amended and its implementing regulations, 49 CFR 24. Working knowledge of business principles, project management, and real estate (including transactions, markets, law, and finance). Good computer skills including ability to use the Microsoft Office suite of products. Ability to thoroughly read and interpret right of way and construction plan sets. Familiar with ARDOT procurement policy. Ability to train others.

Physical requirements:

Ability to traverse rugged terrain.

Working conditions:

Constant statewide travel, including overnight travel depending on project locations and workload. 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 preferred.

("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.