

Title: Right of Way Project Manager	Effective Date: June 17, 2023	Grade: XVII	Job Category: Professional
Prior Title: Transitioned from functional to official spec	Prior Effective Date:	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Division Head, this position is responsible for performing complex administrative work in planning, organizing, and directing transportation programs within the Right of Way Division of the Department.

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.

- Research, compile data, and draft reports, memorandums, and other correspondence as directed by the Division Head.
- Provide oversight and direction for consultant right of way firms providing right of way services for highway projects.
- Confer with project personnel to identify and resolve problems.
- Develop and manage the overall project development schedule for right of way work activities for the Right of Way Division.
- Plan, schedule, or coordinate project activities to meet deadlines.
- Monitor project milestones and deliverables.
- Request and review project updates to ensure deadlines are met.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree in related field from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school and four years of equivalent experience in a related field. Experience planning, developing, scheduling, administering and managing projects of varying levels of complexity. Highway construction or design experience preferred.

Knowledge, skills and abilities: Excellent oral and written communication skills. Thorough knowledge of all aspects of project development and the ability to interpret and apply Department policies and procedures. Ability to establish and maintain effective cooperative working relationships with internal and external stakeholders. Ability to read and interpret right of way and highway construction plans. Ability to multi-task and balance multiple priorities in a fast-paced environment. Working knowledge of Microsoft Word, Excel, Outlook, and Project software and the use of the Windows operating system.

Working conditions: Office environment and minimal overnight travel.

Licenses, registrations and certifications: Valid driver’s license

("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.