

Minimum Qualification Specifications
for the Class:

RIGHT-OF-WAY MANAGER

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described below, or any equivalent combination of training and experience:

Specialized Experience: Three and one-half (3-1/2) years experience in one or a combination of the following:

- A. Appraisal of real property. Such experience must have demonstrated knowledge and application of the principles, theories, methods and techniques of real property appraising and must also have demonstrated ability to deal satisfactorily with associates and the public. These abilities may have been acquired through such experience as:
 - 1. Appraisal of real property, including the estimation of property value based on consideration of all factors that affect the value of the property such as location and environment of the property, the analysis of the highest and best uses for which the property is suitable or capable of adopted, age, physical or functional condition of improvements, potential for future development, availability of

adequate utilities, probability of community growth or decline, and the resultant value increase or decrease because of changing economic trends and conditions.

2. Research in valuation analysis involving the development of classification and valuation standards and procedures for the appraisal of real property.
 3. Teaching of appraisal practices on a college or university level.
- B. Acquisition of real property and rights-of-ways. Such experience must have involved the determination of the true market value of the property, utilization of appraisal methods, and the negotiation for the acquisition of the property.
- C. Property management. The experience must have involved such activities as determining best use and fair rental rate or lease for the property, preparing the rental agreement, insuring that the terms and conditions of the agreement are fulfilled and disposing of property.

At least one year of the above Specialized Experience must have been comparable to Right of Way Agent VI in the State service.

Non-Qualifying Experience: Appraisal of property other than real estate and positions as real estate salesman, escrow officer, title officer, title searcher, hotel manager and clerical duties relating to computing and posting valuation data, etc., where the applicant's principal duties did not require the application of principles, theories, methods and techniques of real property appraising, property management, and/or acquisition of real property.

Supervisory Experience: One (1) year supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: One (1) year administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

Substitutions Allowed

1. A master's degree from an accredited college or university in real estate, property management, appraising, land management or a closely related major may be substituted for one (1) year of the Specialized Experience.

2. A Ph.D. degree from an accredited college or university in real estate, property management, appraising, land management, or a closely related major may be substituted for three (3) years of the Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class RIGHT-OF-WAY MANAGER, which were approved on September 7, 1982.

Date Approved: 10/22/14

Barbara A. Krieg
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