

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Acquisition Section Manager**

**Position Number: 60064**

**Location: Helena**

**Department: MDT**

**Division and Bureau: Engineering Right of Way Bureau**

**Section and Unit: Acquisition Section**

**Job Overview:** This position serves as the Acquisition Section Manager for MDT's Right of Way Bureau. The position performs administrative, supervisory, and complex technical work in managing the Acquisition Section. The position is responsible for planning, directing, and monitoring appraisal, acquisition, relocation, and outdoor advertising for statewide projects; administering section operations; and performing a variety of other duties as assigned.

The position reports to the ROW Bureau Chief and supervises four positions (4.0 FTE) within the section. Overall supervision of the Section includes a total of 12 FTEs. The position is the liaison between Headquarters and the District Offices to provide oversight and compliance responsibilities throughout 5 Districts with Right of Way Supervisors and Right of Way Agents in each District.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Program Administration—40%**

- Directs, plans, and oversees the delivery of all rights-of-way (ROW) systems, procedures, and projects through the Appraisal, Acquisition, Relocation, and Outdoor Advertising (OAC) units. Develops short and long-term plans, objectives, and systems to ensure effective integration of multiple ROW functions; compliance with State and federal regulations; and responsiveness to broader construction project priorities, timelines, and requirements.
- Develops and recommends appraisal, acquisition, relocation, and OAC policies, procedures, manuals, and specifications that agree with State and federal requirements. Conducts periodic policy reviews to identify ways to expedite the ROW process and meet ready dates in a more timely and efficient manner.
- Evaluates the ongoing operations and activities of the Appraisal, Acquisition, and OAC units to develop new systems, processes, and standards that promote integration, consistency, and efficiency of various functions.
- Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to appraisal, acquisition, OAC, and related issues that may affect MDT operations. In addition to past and current practices, the position must assess trends and predict standards and criteria on a long-term basis.

- Research, monitors, and evaluates new and changing State legislation and federal rules to determine actual and potential impacts to ongoing right of way processes. Develops position statements to explain and defend the Department's position on statutory changes. Advises Bureau Chief, Division Administrator, District Administrators, and other MDT executives and program managers regarding integration and impacts of new requirements.
- Maintains liaisons with the Federal Highway Administration; District offices; other MDT divisions; and State, local, and tribal agencies.
- Directs the preparation of reports, studies, summaries, research proposals, special reports, instructions, and procedures related to appraisal, acquisition, relocation, and OAC projects to ensure sound judgment and business practices are incorporated. Directs and oversees the development of program data used to establish standards, specifications, and policies. Coordinates with Bureau's Innovative Specialist to develop and implement improved program management, tracking, and reporting systems.
- Provides expert guidance and oversight to engineering staff on construction projects and recommends changes that should be made on future contract plans to correct right of way difficulties and to improve the efficiency of the right of way planning process and effective project delivery.

### **Project Management—35%**

- Evaluates ROW and construction project plans to determine the impacts of proposed construction on properties to be acquired. Evaluates and approves special considerations and/or ROW design changes recommended by landowners, District Administrators, ROW staff, attorneys, and others to mitigate adverse project impacts, reduce costs, maximize human and material resources, and facilitate acquisition.
- Directs the final review of all appraisals, right of way agreements, legal descriptions, deeds, exhibits, and other documentation for accuracy and compliance with State, federal, and administrative requirements. Develops solutions to a broad range of problems to facilitate project completion and ensure compliance with federal and State construction and property requirements.
- Organizes and conducts monthly project status and letting review meetings to coordinate problem resolution and keep all appropriate staff informed of project status. Determines who needs to attend meetings, sets topics and agendas, and follows-up to ensure commitments are met.
- Provides oversight and guidance on appraisal, acquisition, relocation and OAC processes that involve disputes (between sections or with landowners) or where the application of law and standards is unclear.
- Assesses various appraisal standards, processes, and rules to determine the most applicable approach and the fair market value of property. Ensures agents are assigned appraisals and reviews commensurate with their certification and experience. Coordinate's finalization of land values between the Appraisal and Acquisition Sections, negotiates settlements that exceed the authority of subordinate agents and supervisors, and reviews all settlements to ensure statewide consistency.
- Directs ROW acquisition cases involving potential litigation or condemnation. Ensures the Bureau made all possible efforts to offer a fair market value to the landowner; describes the

need and impact of proposed ROW acquisitions; attends settlement hearings to negotiate with landowners and their representatives; presents the State's case and expert opinion at hearings and in court; and recommends court testimony, settlements, and condemnations to legal staff. The position must weigh the good of the public against the individual rights of the landowner in determining whether to proceed with litigation or condemnation to acquire land.

- Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors (e.g., weekly meetings, status reports), personal review of subordinate work and project plans, and through discussions with other MDT staff and management. Monitors compliance with established policies in all sections and reviews and approves atypical or developmental methods and procedures.
- Determines and recommends equipment procurement needs within the Acquisition Section including responsibility for developing specifications, ensuring compliance to Department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into Bureau practices to ensure maximization of resources.
- Provides information for the preparation of the Bureau's budget projections by developing recommendations for allocations for annual fiscal operational plans and recommending spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
- Determines the need for and oversees the development, negotiation, and monitoring of contracts for appraisal and acquisition services.
- Provides oversight and guidance related to project specific financial management to include but is not limited to establishing ROW cost estimates, updating estimates using most recent project information, progressively track and monitor ROW project costs, compare year to date project costs to project budget and obligation amounts, initiate federal funding modification requests, establish, and modify project end dates for the ROW phase.

#### **STAFF MANAGEMENT—20%**

- Manages professional supervisory staff and indirectly supervises support staff (**12.0 total FTE**) within the ROW by reviewing and revising overall section work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promote information exchange for support and advancement of bureau goals. Provides oversight, guidance, training and hiring recommendation for approximately **5.0 FTE** district right of way supervisors and **20.0 FTE** district right of way agents.

#### **Other Duties—5%**

- Performs a variety of other administrative, project management, and public relations activities as assigned by the Bureau Chief in support of MDT's mission and Division objectives. This includes representing the Department at conferences and meetings, directing special projects, and attending ongoing education and training as directed.

**Supervision**

The number of employees supervised is: 4 FTE

The position number for each supervised employee is: 50056, 60019, 60008, 60011

Overall indirect supervision includes a total of 12 FTEs. The position oversight and compliance responsibilities also include Right of Way Supervisors and Right of Way Agents located in all 5 Districts, a total of 25 FTEs.

**Physical and Environmental Demands:**

- This position functions in a typical office environment with some travel by car statewide.

**Knowledge, Skills and Abilities (Behaviors):**

**KNOWLEDGE:** This position requires extensive knowledge of the concepts and theories of real estate appraisal, including the principles of eminent domain, real estate law as it applies to land titles and transfer documents, and appraisal and acquisition of real property. The position also requires knowledge of contract administration; applicable state and federal property management requirements and standards; technical and legal documentation standards; principles of negotiation and conflict management; and a working knowledge of land surveying, highway engineering and design, and construction methods and materials. Administration of the Acquisition Section also requires knowledge of program development, management, and budgeting methods. Supervisory responsibilities require knowledge of Department and State personnel procedures and policies, employment law, program requirements, and personnel management practices and techniques.

**SKILLS:** This position requires skills in budgeting, management, organization, prioritization and supervision of a large and varied work unit; communication; project implementation; controlling and motivating a diverse group of personnel; and developing and administering a number of diverse programs and provide effective program administration; to establish priorities and goals to meet the MDT mission and objectives; to develop rules, standards, policy and procedures, interpret complex legal documents and agreements; to establish and maintain effective relationships with other agencies and the general public; to communicate effectively verbally and in writing.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to bachelor's degree in Business Administration, Public Administration, Real Estate, Finance, or a related field.

This position requires a minimum of five (5) years of experience in real estate, property acquisitions and dispositions, real estate appraisal, brokerage, and/or property management.

This position requires a minimum of three (3) years of supervision experience.

Preferred certifications, licensure, or other credentials include MT licensed real estate appraiser, MT certified residential appraiser, or MT certified general appraiser.

Any combination of additional related work experience and education equivalent to the minimum qualifications.

**Special Requirements:**

*List any other special required information for this position*

☐

Fingerprint check

☐

Valid driver's license

☐

Background check

☐

Other; Describe

Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

---

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
-----------------------------	--------------	-------------

---

<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
------------------------------	--------------	-------------

My signature below indicates that I have read this job description.

---

<b>Employee</b>	<b>Title</b>	<b>Date</b>
-----------------	--------------	-------------

**Human Resources Review**

**Job Code Title: Program Supervisor      Job Code Number: B1J01M**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐

FLSA Exempt

☒

FLSA Non-Exempt

☐

Telework Available

☐

Telework Not Available

☒

Classification Complete

☐

Organizational Chart attached

**Human Resources:**

---

<b>Signature</b>	<b>Title</b>	<b>Date</b>
------------------	--------------	-------------

