



## PRINCIPAL RIGHT OF WAY OFFICER

FC: QC225  
PB: H  
FLSA: Exempt

PC: 890  
BU: 31 (AFSCME)  
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Performs the most technical and complex tasks related to assigned area of Right of Way services; negotiates complex and confidential real estate transactions with the private sector and local land use jurisdictions for the use of BART property; acquires all property for extensions; assists in the management of all relocations; manages sustainable and substantial transit-oriented development and other revenue uses of District properties; assists in the development of policies and procedures governing District assets, and in the management of the District's most complex right of way services projects; Station Area Retail Program; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a single specialist class which assists in the management of both the monetary and facilities aspects of the District's real property right of way functions including, but not limited to, leases, rentals, and real property transactions. May be responsible for participating in supervising, assigning and reviewing work of subordinate or contract staff. Incumbent may also be responsible for overseeing the work of outside consultants and contractors. The Principal Right of Way Officer is distinguished from the Manager of Right of Way Services in that the latter is responsible for all of the activities and operations of the Right of Way Division within the Administrative Executive Office.

### **REPORTS TO**

This position reports to the Department Manager, Real Estate and Property Development or his/her designee.

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assists in the management of the acquisition and relocation services for primarily the ESP and other extension work as needed.

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2. Responsible for understanding and interpreting Federal and State regulations of Uniform Act.
3. Performs a variety of duties in negotiating and managing the district lease and rental accounts; researches and analyzes property issues; negotiates and settles all property issues; protects District interests in negotiations.
4. Assists in the development of policy and procedures for handling district assets; administers programs; monitors legislative changes; makes changes as needed to policies and procedures.
5. Prepares contracts and agreements for requests for qualifications and/or proposals; evaluates RFP responses; makes recommendations and prepares information and memos for Management to submit to Board to accept/reject proposals.
6. Identifies Division needs in lease and rental tracking and real property disposition activity; conducts research on tracking needs; coordinates market studies to determine rental and/or disposition values and cost analyses of property BART leases from others and of BART-owned property; communicates progress during planning and construction.
7. Coordinates legal aspects of projects with District internal legal department and outside legal counsel, as appropriate; serves as expert witness in district litigation.
8. Assists in the management and coordination of the work of professional staff; consultants and interns. Prepares work directives for on-call professional services, monitor consultant work, and approve invoices.
9. Assists in the management of the District's Acquisition Relocation activities for primarily the ESP program; gathers information from other transit districts regarding similar programs; prepares reports to management including the General Manager and the Board.
10. Represents the District in front of design review boards, planning commissions, and city councils in support of extension activities.
11. May participate in the selection of assigned staff; coordinates staff training; works with employees to correct deficiencies; assists in the completion of performance appraisals; implements counseling and discipline procedures.

## **QUALIFICATIONS**

### **Knowledge of:**

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- Operations, services and activities of a property acquisition program.
- Methods and techniques of property management, and appraisal.
- Principles and practices of land use planning.
- Rules and regulations regarding condemnation procedures and processes.
- Basic principles and practices of construction engineering.
- Related mandated standards for eviction and relocation.
- Basic principles and practices of budget preparation.
- Current office procedures, methods and equipment including computers.
- Methods and techniques of legal documentation of real estate and real estate transactions.
- Related Federal, State, and local codes, laws, and regulations.
- Principles of supervision, training and performance evaluation.

### **Skill in:**

- Independently performing property disposition, acquisition and relocation duties.
- Interpreting, explaining and enforcing right of way services division policies and procedures.
- Performing relocation analyses and preparing recommendations.
- Developing and preparing relocation budget recommendations.
- Appraising real property values.
- Negotiating real property dispositions with private sector.
- Negotiating real property dispositions with local land use jurisdictions.
- Drafting real estate related documentation.
- Reading basic engineering plans, maps and related materials.
- Evaluating community services and transportation needs.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Working independently in the absence of supervision.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work including land owners, agency managers, property managers, developers, and consultants.
- Selecting, supervising, training and evaluating staff.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in business administration, public administration, or a closely related field from an accredited college or university. Completed courses sponsored by the International Right of Way Association or other, similar public-sector real estate education (e.g., Appraisal Institute, Land Survey, Cal Trans) and designation as Senior Right of Way Agent (SW/WA) is desirable within the Right of Way Services Division.

**Experience:**

Four (4) years of (full-time equivalent) verifiable professional experience in the area of acquisition, appraisal, disposal, or management of real property.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**EEOC Code: 02**

**Safety Sensitive Designation: No**