

Missouri Department of Transportation Job Description

Job Title: Right of Way Liaison

Title Code: R04861

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Right of Way

Effective Date: 07-01-2022

Replaces (Effective Date): 09-15-2008

General Summary

The right of way liaison serves as liaison between the Central Office and the districts on right of way and related business activities to ensure consistent interpretation and application of right of way procedures. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.
- Eight years of experience in right of way.

Special Working Conditions/Job Characteristics

- Job requires regular, statewide, overnight travel.

Examples of Work

1. Provides direction to right of way personnel regarding policies, procedures, and problems relating to real estate appraisals, negotiation, relocation, mediation, condemnation, and federal/state regulations.
2. Reviews and documents Statewide Transportation Improvement Plan (STIP) funding authorizations, Acquisition Authority, Clearances, etc., and coordinates with other divisions and the Federal Highway Administration (FHWA) to process the documents.
3. Conducts quality assurance reviews.

4. Negotiates and coordinates with the FHWA on federal land transfers and other related issues including interpretation and implementation of federal regulations; may negotiate with other state agencies for the acquisition of realty rights.
5. Reviews realty asset disposals, leases, land exchanges, and change in route status reports; provides guidance to districts regarding realty asset policy and procedures.
6. Responds to American Association of State Highway and Transportation Officials (AASHTO) and FHWA questions and customer surveys; provides information regarding questions from legislators and auditors.
7. Develops and implements right of way policies and procedures.
8. May prepare and/or review unique appraisals, or create guidelines/minimum requirements for such appraisals.
9. May provide training to district staff in policies and procedures related to the acquisition and disposal of realty assets.
10. Provides technical support to other divisions pertaining to right of way related activities.
11. Performs other responsibilities as required or assigned.