

Missouri Department of Transportation Job Description

Job Title: Assistant Right of Way Manager

Title Code: R04730

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices – Right of Way

Effective Date: 09-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The assistant right of way manager oversees the administration and direction of right of way operational activities (except appraisal review) of a district as assigned, including assuming authority of the right of way manager when necessary. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.
- Six years of professional experience in positions providing broad exposure to multiple right of way functions.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.
- Work may be performed outside of normal working hours.

Examples of Work

1. Serves on project core teams, prepares schedules, and assigns responsibilities to right of way staff, including appraisal, negotiation, and relocation activities; assists in interactions with property or business owners; evaluates employee performance and assists in preparing staff development plans.

2. Reviews and approves all parcels being submitted for payroll to ensure acquisition documents are correct, information is entered into the Right of Way Parcel Acquisition (RWPA) system, and all items in title commitments have been addressed to obtain clear title to property.
3. Reviews relocation studies and approves relocation assistance payments.
4. Meets or accompanies staff to meet with property owners with difficult or problematic situations; prepares justifications and recommends administrative settlements; and may represent the district in mediation for parcel acquisitions.
5. Prepares or assigns project and relocation cost estimates for project funding.
6. Responds to, or assists with, inquiries on right of way issues received from property owners, local government agencies, and contractors.
7. Maintains improvement acquisition or disposition records; monitors negotiation activities by local public agencies for conformance to department policies, state and federal guidelines, and updates the Statewide Management System database.
8. Reviews documentation for condemnation cases, testifies at hearings, contacts participants such as fee appraisers and consultants, and reviews and discusses design and land values with condemnation commissioners; reviews legal documents pertaining to right of way acquisition and transmits to district counsel; assists legal counsel in preparation of appeal cases.
9. Provides guidance and monitors relocation activities of other agencies to assure compliance with federal requirements.
10. May attend public hearings or meetings to explain right of way acquisition procedures or relocation assistance program to property owners and serves as a negotiator when needed.
11. Performs monthly review of project schedules and identifies and resolves project delays.
12. Oversees staff utilization of the RWPA and Realty Asset Inventory systems for document retention and ensures all required information is being entered into the system.
13. May assume responsibilities of the right of way manager as assigned.
14. Performs supervisory responsibilities.
15. Performs other responsibilities as required or assigned.