



## **Senior Right-of-Way Agent #01865**

City of Virginia Beach – Job Description

Date of Last Revision: 07-01-2023

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 14

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Supervises staff to assist the Real Estate Agent in the direction of acquisition of real property for all City and state projects; and assist in handling the rental and lease of real property for all City departments and agencies.

### **Representative Work Functions and Responsibilities**

Assist the real estate agent to plan and coordinate the acquisition of real property for City and state projects to provide better services for the citizens, i.e., water and sewer projects, parks, schools, fire station sites, and various other municipal projects.

The Senior Right-of-Way Agent may be required to perform the functions of a Right-of-Way Agent for more difficult and complex acquisition and relocation assignments.

Review appraisals for the office of Real Estate to ensure appraisals are accurate and conform to local, state, and federal requirements.

Recommends and provides support to the City Attorney's Office in condemnation actions by providing exhibits, support documents, and trial testimony.

Assist in negotiating appraisal contracts, leases and the acquisition of certain real property to ensure all City interests are protected

Assist displaced property owners and/or tenants with relocation advisory services.

Assist in the preparation of the section's operating budget as well as preparing cost estimates for Capital Improvement Plan (CIP) projects.

Prepare reports and correspondence as required.

## Senior Right of Way Agent #01865

Track projects to including monitoring of scope, budget, and schedule.

Supervise, mentor, and train right-of-way staff.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Relate the City's needs both orally and in writing in a manner easily understood by all persons in the private sector as well as personnel in all City, state, and federal governments; and promptly and accurately advise superiors concerning the acquisition of real property for City projects.

### **Minimum Qualifications**

Requires any combination of relevant education (above the high school level) and/or experience equivalent to eight (8) years in a real estate related field, five (5) of which have been in the acquisition of real property, that utilizes the required knowledge, skills and abilities, and associated with such positions as Real Estate Agent, Real Estate Broker, or Right-of-Way Agent.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

### **Preferred Qualifications**

Certification through the International Right of Way Association in Right of Way Negotiation and Acquisition Certification program or within one (1) year of completion of Certification through the International Right of Way Association.

### **Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

### **Knowledge-Skills-Abilities Required to Perform Satisfactorily**

#### **A. Knowledge**

1. Knowledge of the theories, principles, and practices of real estate sales, appraisal and abstraction of titles as they pertain to acquisition of real property by government entities.
2. Knowledge of municipal codes and ordinances, state and federal laws and procedures governing real property ownership, and the acquisition of real property by voluntary conveyance or eminent domain.
3. Knowledge of techniques and methods used in real estate valuation and appraisal
4. Knowledge of state and federal codes and procedures involved in relocation of residences and businesses.

#### **B. Skills**

1. Skill in providing clear, concise information which easily makes the City's project and appraisal information readily understood by the affected landowner.
2. Skill in effective methods of maintaining effective interpersonal working relationships with citizens, office staff, and City departments.

#### **C. Abilities**

1. Ability to display effective direction and control of staff in the procurement of real property by

---

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- purchase or condemnation.
- 2. Ability to work in a very fluid environment with guidelines but significant variation.
- 3. Ability to exercises a great degree of discretion.
- 4. Ability to promote positive image of city government to the general public by assisting at every opportunity with calls or personal contact.
- 5. Ability to prepare communications (oral or written) based on factual information or data, and communicate clearly to citizens, departments, or other local and state agencies.
- 6. Ability to organize and plan work, meetings, and projects.
- 7. Ability to fill in for and perform the functions of the Real Estate Agent.

**Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*