

**SNOHOMISH COUNTY JOB DESCRIPTION**

**REAL PROPERTY COORDINATOR, SENIOR**

Spec No. 2134

BASIC FUNCTION

Responsible for intermediate and complex right-of-way acquisition and relocation for public projects in compliance with federal, state and county guidelines and policies. Provide real property expertise to other departments and staff. Participate in the development of policies, guidelines and procedures to ensure compliance with applicable federal, state and county regulations.

STATEMENT OF ESSENTIAL JOB DUTIES

- 1. Negotiates with property owners and or their representatives, for purchases of intermediate and complex acquisitions; prepares relocation plans and completes complex relocations.
- 2. Reviews and interprets complex title reports and other ownership data to determine legal status of the title for certification of complex rights-of-way; prepares complex legal descriptions and documents for acquisition purposes.
- 3. Prepares true cost estimates for large and complex projects.
- 4. Prepares and reviews intermediate and complex appraisals and estimates of value; prepares determinations of value for intermediate and complex properties.
- 5. Participates in the selection, coordination and administration of contract consultants; reviews performance by consultants for compliance with contract terms and conformance to federal, state and county laws and guidelines.
- 6. Coordinates and evaluates information obtained from county departments, outside agencies, community groups and the general public; reviews the information and assists in development of related policies and procedures to be implemented by the public works department in the areas of appraisal, acquisition, title and relocation.
- 7. Reviews complex land use documents, engineering plans, reports, and inspects properties to be acquired; participates in the direction and monitoring of work performed by the Real Property Specialist I.
- 8. Coordinates the preparation for public meetings and makes presentations at public meetings; provides general information to the public and to other agencies as requested.

STATEMENT OF OTHER JOB DUTIES

- 9. Performs related duties as required.

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#### **MINIMUM QUALIFICATIONS**

Five (5) years of experience in the right-of-way field; preparing legal descriptions, negotiating property acquisitions, real property appraisal, title searching, reading and interpreting engineering drawings; OR, have the equivalent level of education and experience which provides the knowledge, skills and abilities necessary to perform the work. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

Must have the ability to obtain certification as a Senior Member (SR/WA) of the International Right-of-Way Association within one (1) year of employment. (Designation requires Bachelor's degree or equivalent, five (5) years journey level experience and specific course work.)

Valid Washington Driver's License or the ability to acquire a valid license with thirty (30) days of employment. Valid Washington State Notary Public appointment or the ability to acquire a valid notary within sixty (60) days.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- methods and principles of negotiating, appraising and determining ownership of property rights
- state and federal laws and guidelines pertaining to acquisition of land right-of-way
- appraisal principles and practices
- factors affecting property evaluation
- contracts and contract terms for outside consultants
- legal instruments used in real property transaction

Ability to:

- complete complex negotiations for acquisition of rights-of-way for full and partial takes in accordance with the Federal Uniform Code and other applicable state and county laws and procedures
- appraise and review commercial and damaged property appraisals
- prepare complex relocation plans and to complete complex relocations for owners and tenants in compliance with the Federal Uniform Code and other state and county laws and guidelines
- write complex legal descriptions for full and partial takes and prepare complex legal documents

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#### **KNOWLEDGE AND ABILITIES** (Continued)

- read and interpret engineering plans and reports; prepare true cost estimates and preliminary funding estimates for projects involving commercial properties, damaged properties, etc. and requiring compliance with TIB guidelines or Federal Uniform Code
- prepare information for and make presentations to groups of people at staff meetings and at public meetings

#### Ability to:

- work independently with minimum of supervision and to coordinate the efforts of other junior members of the right-of-way staff
- establish and maintain effective relationships with co-workers, personnel from other departments, personnel from other agencies, property owners and the public

#### **SUPERVISION**

Employees report to and receive direction from the Real Property Administrator. Work is performed with minimal supervision. Progress is monitored through status reports and meetings.

#### **WORKING CONDITIONS**

Work is performed in the office and in the field involving site visits, negotiations in private homes and businesses, meetings with staff and public meetings. Physical hazards from traffic and driving in varying weather conditions may be present. Meetings on project requirements involve working evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Pre-1977 as Right-of-Way Agent

Previous Spec No. 361310

Revised and Retitled: November 1990

Revised: June 1994, October 2018

EEO Category: 2 – Professionals

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 1501 Hazardous