



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 2205

MANAGER, RIGHT-OF-WAY SECTION

GRADE N

SCOPE OF WORK:

Work involves managing the Right-of-Way Section within the Environmental and Transportation Services Division of the Department of Transportation.

DUTIES PERFORMED:

- Provide leadership for the DOT Project Development Right-of-Way Program.
- Plan, organize, and direct right-of-way activities including title work, appraisal, negotiations, acquisition, and relocation.
- Ensure right-of-way activities conform to state and federal regulatory and statutory requirements.
- Supervise, guide, train, mentor, evaluate, and hire staff.
- Coordinate project development activities with interdisciplinary teams.
- Oversee administrative settlements, eminent domain, and legal proceedings.
- Represent Department as expert witness in property valuation cases.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in business administration, economics, finance, engineering, or another field related to the duties of the position and five years of experience as a right-of-way appraiser or right-of-way agent that included two years in a supervisory capacity.

Eff. Date: 06/93

Rev: 09/95 – Grade reviewed on appeal

Rev: 07/12 – Conversion to Hay System

Rev: 12/12 – Revised title, scope, duties, minimum qualifications, factoring and grade level.