

Working Title	Right of Way Manager (Appraisals)
Role Title	Lnd Acq & Prop Mgmt Manager I - 19114
Job Open Date	02/11/2019
Job Close Date	03/11/2019
Open Until Filled	No
Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)?	No
Hiring Range	\$76,314 - \$95,000
Agency	Dept of Transportation (501)
Agency Website	www.vdot.jobs
Location	Fairfax County - 059
Sublocation	
Position Number	20716
Job Posting Number	1046011
Type of Recruitment	General Public - G
Does this position have telework options?	Yes
Bilingual/Multilingual Skill	No
Requirement/Preference	
Job Type	Full-Time (Salaried)
Job Type Detail	Full-Time Salaried - Non-Faculty- FTS-1
Pay Band	05
Job Description	The Virginia Department of Transportation's Right of Way (ROW) Division is seeking one Right of Way Manager to assist in leading, managing and providing programmatic direction for the Right of Way Appraisals process throughout the District/Region. This candidate must have the ability to facilitate and/or prepare appraisals of all qualifying parcels needed for a project within established guidelines. This candidate will review all types of appraisals to include complex assignments and provide mentorship and supervision to staff and fee appraisers. The selected candidate will recommend appraisal approvals; review administrative settlements and review appraisals provided by landowners. This position will be responsible for communicating with the Regional Right of Way Managers, staff, landowners, attorneys, companies and the public regarding ROW appraisal problems and take action to achieve positive resolution. The selected candidate will have the responsibility of establishing and maintaining effective working relationships with strategic business partners and ensuring all stakeholders are informed of ROW program requirements, project

issues and applicable deadlines. This candidate will also provide ROW input during the development of project plans.

The position can sit in NOVA District located in Fairfax County or Fredericksburg District located in Stafford.

A knowledge of laws, policies, and procedures pertaining to the acquisition of right of way in a public sector environment is required. This position also requires basic knowledge of administrative and managerial business practices and leadership principles and knowledge of the construction, project management, and plan development process to include the various phases of preliminary engineering and construction sequencing. The selected candidate must have knowledge of the appraisal discipline assigned to a regional office and assist in directing a diverse professional and technical staff through supervision of multiple team members geographically dispersed throughout the region. Must have appraisal review experience. This candidate will have the ability to interpret and communicate laws and policies as required; and to work and communicate effectively with government officials and the public. The ability to establish long and short term business goals, develop and administer budgets, establish performance measures, monitor performance, and direct staff to support strategic business goals and the ability to establish and maintain effective working relationships with strategic business partners is required. The chosen candidate will have the ability to communicate effectively orally and in writing with internal and external customers and must have skill in the use of computers and software applications. **The selected candidate will have a Certified General Real Estate Appraiser license from Virginia DPOR. A valid driver's license is required.**

Minimum Qualifications

Preferred Qualifications

Special Requirements

Special Instructions to Applicants

Bachelor's degree in Business Management preferred; equivalent experience or training may substitute for degree. Professional appraisal designations are desirable as well as experience managing a diverse staff engaged in land acquisition activities in a public sector environment.

A fingerprint background check and driving record check is required of the successful candidate.

State applications will only be accepted as submitted online by 11:59 pm on the closing date through the Recruitment Management System (RMS). State applications submitted via email, postal mail, fax, or in person will not be considered.

Applicants are expected to fully represent qualifications and work history on the State application. The decision to interview an applicant is based on the information provided on the application, therefore, it is essential to fully complete each section of the application and provide detailed information. Submitting an

incomplete state application, or a state application lacking in detail, may impact your interview eligibility.

This website will provide a confirmation of receipt when the application is submitted successfully. Please refer to “Your Application” in your RMS Account to check the status of your application for this position.

The Virginia Department of Transportation (VDOT) is an Equal Opportunity Employer by both policy and practice. For more information about our employment practices, please visit “Information for VDOT Employees and Applicants”:
http://www.virginiadot.org/jobs/information_for_employees.asp.

Contact Information

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);
 - o Yes
 - o No
 - o Not Applicable
2. * Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
 - o Yes
 - o No
 - o Not Applicable
3. * How did you find this employment opportunity?
 - o State Recruitment Management System (RMS)
 - o Agency Website or Bulletin Board
 - o Job Board (Indeed, Monster, Dice, etc.)
 - o Social Media (Twitter, Facebook, LinkedIn, etc.)
 - o Newspaper or Professional Journal (Please specify below)
 - o Career Fair or Job Event (Please specify below)
 - o VEC (Virginia Employment Commission)

- Radio/TV (Please specify below)
 - Other (Please specify below)
- 4. * Please specify the actual source from your response to question #3 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.

(Open Ended Question)

- 5. * Sponsorship means the filing of an employment-based temporary or permanent visa process to enable the applicant to work for this agency. Do you now or will you in the future require the Virginia Department of Transportation (VDOT) to sponsor you for employment?
 - Yes
 - No
- 6. * Have you served or are you currently serving in AmeriCorps or Peace Corps? If so, please explain how your experience relates to this position.

(Open Ended Question)

- 7. * Do you have a current Certified General Appraisal License?
 - No
 - Yes
- 8. * Do you have experience in Right of Way and real estate principles and practices?
 - Yes
 - No
- 9. * Describe your experience or knowledge of Right of Way functions.

(Open Ended Question)

- 10. * Do you have a demonstrated history of progressive responsibility in management and supervision?
 - Yes
 - No

Applicant Documents

Required Documents

None

Optional Documents

- 1. Resume
- 2. Cover Letter