

**CLASS TITLE: CHIEF REAL ESTATE SPECIALIST  
(DOT)**

**Class Code: 02676500  
Pay Grade: 32A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to plan, supervise and coordinate the work of personnel in multiple real estate technical sub-units engaged in activities such as negotiations, relocation assistance, property management, liaison, outdoor advertising, asset protection and inventory control; and to do related work as required.

**SUPERVISION RECEIVED:** Work under the general supervision of a superior; considerable independence is given in the distribution and completion of work assignments and in determining if work is in compliance with state and federal policies, procedures, regulations, laws and instructions.

**SUPERVISION EXERCISED:** Plans, assigns, supervises, coordinates and reviews work performed by professional and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Transportation, to plan, assign, supervise, coordinate and review the work of personnel in multiple real estate technical sub-units engaged in a comprehensive transportation real estate program activities.

To attend public hearings and workshops held in construction and reconstruction projects.

To assign, monitor and review the duties of various units in order to resolve and mitigate questions which could cause delays in project completion.

To prepare administrative documents such as annual, fiscal and managerial reports.

To recommend administrative remedies or legal settlements to a superior in order to resolve damages and/or litigation issues.

As required, to assist in labor grievance and personnel administration matters relating to subordinate unit staff.

To seek necessary approvals to award and monitor the assignment of value estimates, title examination and other services required to compliment an acquisition program.

To coordinate the planning, design and construction activities related to the acquisition, management and conveyance of real estate in conjunction with other departmental divisions, as well as local, state and federal agencies.

To be responsible for the sale, lease or license of real estate under the jurisdiction of the Department as well as the maintenance of an excess land inventory

To understand and explain appraisal value estimates and negotiation report in connection with the acquisition and conveyance process.

To monitor the filing of condemnation and conveyance plats, recording of deed, easements, leases and other use agreements.

To conduct real estate closing and ensure that all closing costs such as taxes, mortgages, debts, liens and other encumbrances are satisfied.

To assign, monitor and review the most complex and technical assignments.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and techniques of real estate used in title examination, negotiation, appraisal, value estimates, closing activities and relocation assistance; the ability to apply such knowledge in the planning, development and implementation stages of the Department of Transportation's highway program; a general understanding of state and federal laws, regulations and acts governing highway construction projects, land condemnation proceedings, relocation assistance and

the control of outdoor advertising and junkyards and the disposition of excess land; a comprehensive knowledge of the principles of property management; the ability to supervise, review and evaluate the work of a subordinate technical and clerical staff; the ability to oversee the conveyance, lease or license of real property; the ability to utilize computer technology for routine applications; the ability to maintain effective working relationships with associates, subordinates, local, state and federal representatives, property owners, attorneys and the general public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's Degree with specialization in Public Administration, Business Administration, Real Estate or a closely related field; and the possession of a Rhode Island Broker's License; and

Experience: Such as may have been gained through: employment in a responsible supervisory position with a public or private agency involving the acquisition and/or management of real estate; and including some employment with title searching, appraisal, property management, acquisition disposition of real estate and/or relocation assistance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: October 31, 2004