

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Real Estate & Planning

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Eminent Domain Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005699 Real Estate Administrator 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	Assists in program direction by relieving Real Estate Administrator of variety of difficult administrative duties related to Eminent Domain program; formulates & implements eminent domain policies & procedures to effect review process of eminent domain actions initiated by state entities that have authority to exercise eminent domain laws; interprets & assists Real Estate Administrator in evaluating laws associated with or covering eminent domain actions; coordinates eminent domain activities on behalf of state agencies, boards, commissions, colleges & universities, & other government entities; meets with state agencies, boards, commissions, colleges & universities & other governmental entity to effect eminent domain actions; meets with departmental, institutional & other government officials, consultants, contractors, public groups & other individuals regarding eminent domain activities; provides consultation advice to governmental entities on policies & procedures related to eminent domain; acts as liaison for state agencies, boards, commissions, colleges & universities & other governmental entities with contractors, consultants, public groups & other individuals on eminent domain activities; negotiates on behalf of state agencies, boards, commissions, colleges & universities & other governmental entities, with property owners affected by appropriation or taking of real property by state.	Knowledge of (1) public relations; (2) agency policies & procedures*; (3) public administration; (4) real estate law; (5) commercial real estate (e.g., acquisition, development, eminent domain actions). Skill in (6) operation of personal computer & associated software (e.g., MS Word, Excel, MS Windows, PowerPoint, Outlook). Ability to (7) navigate & research information on Internet; (8) maintain sensitive information; (9) collect, sort & prepare information in clear & concise format; (10) deal with difficult groups of people; (11) speak in front of groups; (12) work in groups and alone; (13) maintain accurate records; (14) prepare accurate & concise reports.
20	Maintains files & prepares various reports: creates filing system for Eminent Domain program; files correspondence; prepares necessary status reports regarding eminent domain & associated activities; other duties as assigned.	Knowledge of 1, 2*, 3, 5 Skill in 6 Ability to 8, 9, 13, 14 <u>Position Specific Minimum Qualifications</u> 24 mos. trg. or exp. in commercial real estate activity to include one of the following disciplines: commercial real estate land or property acquisitions & dispositions; commercial real estate development; eminent domain actions. * developed after employment

This position is overtime exempt.

POSITION NUMBER
20074689

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

apdx 4-25-08 ax

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

9/11/08