100-100R

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS106265
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate Planning & Leasing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074689

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION Eminent Domain Coordinator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005699 Real Estate Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type Administrative	Bargaining Unit 22 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

JOB CODE TITLE Program Administrator 2

JOB CODE 63123

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE Jeffrey Westhoven/cc	DATE 1/5/12

Appl 1.5.12 (cc)