

REAL ESTATE PROGRAM SUPERVISOR

KIND OF WORK

Professional supervision of a statewide Real Estate sub-function such as direct purchase, relocation, or other major related function.

NATURE AND PURPOSE

Under general direction, supervises statewide program activities for a R/W or Real Estate function (Appraisal or Relocation, or Property Management or Direct Purchase). Supervisory responsibility includes either effectively recommending or hiring, directing, disciplining, performance evaluation, assigning the duties, and training Real Estate staff; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the continuing review of all statewide R/W programs such as, Direct Purchase activities, Property Management or relocation for Mn/DOT so that uniform program delivery is accomplished and maintained.

Supervises the liaison to other divisions and offices of the Department of Transportation, other state or local governmental agencies or consultants as related to program applications and delivery so that uniform program delivery is accomplished and maintained.

Supervises the performance of all employees in a specific unit and develops objectives for that unit so that all employees can be objectively evaluated by assigning and directing the work of assigned staff; implementing performance evaluation procedures; disciplining employees as appropriate; and scheduling training time and opportunities, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of supervision and labor contracts sufficient to supervise Real Estate staff.

Complete and thorough real estate knowledge and understanding of the appraisal, direct purchase, relocation, property management and eminent domain processes, procedures, and legal requirements sufficient to supervise a statewide real estate sub-function and accomplish the program delivery task in a uniform and professional manner.

Ability to:

Supervise other professional staff in all areas of the Right of Way process.

Real Estate Program Supervisor

Class Specification

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Establish effective working relationships with public officials, property owners and department personnel sufficient to: successfully appraise, negotiate, and secure the acquisition of properties to be acquired; relocate persons when necessary and dispose of and lease property acquired.

Establish R/W policies for department.

Communicate effectively to assign work, train employees, coordinate activities, and explain programs and processes to clientele and interrelate with all personnel in the department.

To direct the decision making process for resolution of direct purchases, relocations, or other related major activities.

Manage and supervise the preparation of complete and concise reports needed to document and to fulfill all parts of the program process.

Act as Mn/DOT professional expert in matters related to the appropriate Real Estate Program.

Est.: 8/96

Rev.:

T.C.:

Former Title(s):