



THURSTON COUNTY
invites applications for the position of:

Right of Way Agent, Senior

SALARY: \$5,438.00 - \$7,251.00 Monthly

OPENING DATE: 01/25/17

CLOSING DATE: 02/15/17 05:00 PM

SUMMARY OF DUTIES:

The Thurston County Public Works department is seeking a qualified and highly motivated candidate for the position of **Senior Right of Way Agent**. An employee in this classification has advanced knowledge and experience of right of way and property management activities and is responsible for managing land acquisition and property management as related to the needs of Thurston County. This position is responsible for the overall management of the Right-of-Way section within the Public Works Department including developing policies, procedures, long and short range plans, and budgeting. Some additional responsibilities may include, but are not limited to the following:

- Manages property acquisition process including supervising, monitoring and preparing documents and correspondence related to land acquisition including but not limited to, leases, negotiations and appraisals including providing final review/approval of appraisals, offers and counter offers.
- Manages right-of-way permit activities and supports other Department and County land use permitting functions.
- Leads department property management functions by administering County leases and by recommending disposal, interim rental, County uses, sale of tax-title property, and transfers of tax title land into the County road system, property exchanges and various other land-related issues.
- Provide leadership, management and direction to the professional and technical staff of the Right of Way section; manage section resources to complete work.

*We encourage you to apply immediately. The first review of applicants will begin on **February 15, 2017.***

QUALIFICATIONS:

- Bachelor's degree in business, real-estate, planning, engineering or closely related field.
- Five years of progressively responsible work experience as a right of way agent with previous duties including property appraisal, right of way acquisition or management, title examination, and right of way analysis including federally funded projects. A minimum of one year of supervisory experience or any equivalent combination of experience and education that provides the applicant with the desired knowledge, skills and abilities required to perform the essential job functions.
- Must possess or be able to obtain a Washington State Notary Public Commission within probationary period.
- Ability to utilize a personal computer and related software programs to successfully perform essential functions of the position.
- A valid Washington State Driver's license or the ability to obtain a license within 30 days of employment, or otherwise meet the travel requirements of the position.

DESIRED SKILLS:

- Senior Right of Way Agent (SRWA) designation of the International Right of Way Association (IRWA).
- International Right of Way Association (IRWA) Training.
- A Washington State Real Estate Salesperson or Broker's License.
- Real Estate Appraiser Certification/Accreditation.
- Knowledge and experience with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act.
- Knowledge of utility & telecommunication franchising process and applicable state/federal regulations.
- Knowledge and experience of Real estate title and valuation work and practices used in real estate transactions.
- Knowledge and experience of methods and techniques used in property appraising, acquisition and management.
- Knowledge and experience of legal instruments affecting the transfer, sale and lease of real property.

OTHER POSITION RELATED INFORMATION:

Contact Person: Scott Davis (360) 867-2329

This position is:

- NOT represented by a Union
- NOT eligible for overtime under the Fair Labor Standards Act (FLSA)
- Eligible for benefits

Items required for consideration:

- Application
- Cover Letter
- Resume

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.thurston.wa.us/hr/index.htm>

Position #34R00931
RIGHT OF WAY AGENT, SENIOR
SL

Thurston County
Olympia, WA 98502
(360) 786-5498

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