

Title: Property Manager	Effective Date: May 11, 2012	Grade: XIV	Job Category: Technician
Prior Title: Property Manager	Prior Effective Date: November 1, 2010	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for ensuring that right of way is cleared after property has been acquired for highway purposes and for the general management of Department real estate.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist the owners of improvements in clearing acquired right of way within allotted time.
- Negotiate and handle lease agreements, sign payments and utility agreements; handle surplus right of way requests, manage and collect rent on leased property.
- Negotiate the sale of improvements directly with the owner.
- Arrange the public auction sale of man-made improvements to clear acquired right of way and direct the removal of billboards.
- Examine legal data and collect pertinent information.
- Remove encroachments within new project limits.
- Coordinate testing and contracting of removal of underground storage tanks in conjunction with the Environmental Division.
- Coordinate testing and contracting of removal of asbestos from improvements in clearing the acquired right of way.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in real estate or related field OR the educational equivalent to a diploma from an accredited high school plus four years experience in real estate or management positions. Excellent organizational and communications skills (oral and written). Currently certified or able to obtain certification as an accredited asbestos inspector. Physical ability to traverse rugged terrain. Valid driver's license and statewide travel required.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

