

Title: Relocation Coordinator II	Effective Date: May 11, 2012	Grade: XIV	Job Category: Professional
Prior Title: Relocation Coordinator	Prior Effective Date: November 1, 2010	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the relocation of people and organizations, displaced as a direct result of a highway or transportation related project, in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

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.

- Compute payments for and provide assistance to individuals, families, businesses, nonprofit organizations, and farms involved in the relocation process.
- Complete replacement housing studies for residential owners and tenants.
- Determine eligibility and calculate incidental expense payments and increased interest payments.
- Present relocation eligibility and vacancy notices.
- Perform decent, safe, and sanitary dwelling inspections.
- Attend and participate in public meetings.
- Complete field work and research for conceptual state relocation statements and relocation costs estimates.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in business administration, real estate, psychology, sociology or related field and one year of direct experience in relocation procedures; OR the educational equivalent to a diploma from an accredited high school and five years of relocation related experience with at least one year of direct relocation experience. Thorough knowledge of federal relocation procedures, rules, and regulations. Good written and oral communication skills. Aptitude for problem solving and conflict management. General understanding of the function of each section in the Right of Way Division. 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.

