

Title: Section Head - Relocation	Effective Date: May 11, 2012	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Relocation	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the administrative and supervisory work in planning and administering the activities of the Relocation Section, Right of Way Division.

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.

- Direct and supervise the Relocation Coordinators and clerical staff to ensure relocation activities are effectively and efficiently administered.
- Administer and coordinate relocation activities on all right of way projects in accordance with federal and state relocation procedures and laws.
- Maintain and update Department policies and procedures to conform to federal and state relocation rules and regulations.
- Participate in staff meetings to coordinate relocation activities.
- Attend and present relocation information at public meetings.
- Maintain liaison with Federal Highway Administration (FHWA) relocation officials.
- Review and recommend for approval all relocation payment determinations.
- Assist and advise property owners in their rights and benefits to eligible relocation services.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in business administration, psychology, sociology, or related field plus six years related experience; OR the educational equivalent to a diploma from an accredited high school and ten years experience in related field. Extensive experience and knowledge of federal relocation procedures, rules and regulations. Excellent organizational, time management, and written and oral communication skills. Valid drivers'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.

