

## **CLASS TITLE: ACQUISITION AND RELOCATION ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for the City's land acquisition programs and the relocation process of displaced persons and businesses, including the supervision of staff and contractors in the acquisition and relocation process; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Assigns, supervises, trains, and reviews the work of Real Estate acquisition and relocation personnel
- Coordinates and makes recommendations on land acquisition planning with other departments and divisions
- Directs the preparation of relocation plans, prepares surveys and analyzes estimates on cost of purchase and relocation
- Makes recommendations regarding negotiation offers to purchase properties and condemnation of properties
- Researches and assists with title clearance on property to be purchased
- Prepares and distributes reports, including required federal reports
- Reviews, approves, and maintains records of all relocation claims and files
- Assists with the development and monitoring of division budget
- Makes recommendations on purchase prices and payments of relocation assistance
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, psychology, or related field and five (5) years of progressively responsible experience in real estate brokerage, appraising, development, or public acquisition/relocation programs; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles of the practices of real estate; considerable knowledge of problems unique to displaced for relocation; and considerable knowledge of the federal grant regulations governing land acquisition and relocation. Ability to communicate effectively, both verbally and in writing; ability to interpret federal regulations and adhere to them in decision making; ability to prepare monthly and annual reports; ability to establish, revise, and maintain files relating to acquisition and relocation; ability to supervise and train assigned personnel; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; frequent carrying up to five pounds, with occasional carrying up to 20 pounds; frequent pushing and pulling up to five pounds; may be subject to walking, sitting, reaching, balancing, bending, kneeling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires some travel to various locations for real estate appraisal.

**Class Code: 1114**

**EEO Code: E-02**

**Pay Code: EX-44**

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**Group: Clerical and Administrative**  
**Series: Urban Development**

**Effective Date: July 1, 2000**