

Title: Senior Right of Way Project Manager	Effective Date: June 14, 2025	Grade: 19	Job Category: Professional
Prior Title: Transitioned from func. to appropriated title	Prior Effective Date:	Grade:	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the direction of the Division Head, this position is responsible for performing complex administrative work in developing staff as well as planning, organizing and directing transportation projects and programs within the Right of Way Division of the Department.

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 Department of Transportation is an "at will" employer.

- Research, compile data, and draft reports, memorandums, and other correspondence as directed by the Division Head.
- Provide oversight and direction for consultant right of way firms providing right of way services for highway projects.
- Confer with project personnel to identify and resolve problems.
- Develop and manage the overall project development schedule for right of way work activities for the Right of Way Division.
- Plan, schedule, or coordinate project activities to meet deadlines.
- Monitor project milestones and deliverables.
- Request and review project updates to ensure deadlines are met.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO PROJECT MANAGEMENT AND DATABASE DEVELOPMENT

- Manage the Division’s project development schedule.
- Oversee the implementation and ongoing management of the Division’s project management database.
- Coordinate with external consultants providing right of way services.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO REAL ESTATE STAFF DEVELOPMENT

- Provide oversight, training and technical guidance to the Appraisal, Acquisition and Relocation Sections within the Division.
- Foster improved collaboration between Sections to prevent isolated, i. e. ‘siloes’, work environments.
- Create, develop and implement methods to contribute to a more efficient and productive team.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree in related field from an accredited college or university OR the educational equivalent to a diploma from an accredited high school and four years of equivalent experience in a related field. Experience planning, developing, scheduling, administering and managing projects of varying levels of complexity. Prior leadership or supervisory experience in a Right of Way role. Direct experience in highway right of way appraisals, the acquisition of real property for highway and transportation purposes, relocation procedures or highway construction or design experience.

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Knowledge, skills and abilities: Effective leadership skills and excellent verbal and written communication skills. Proven ability to manage and resolve conflicts efficiently and solve problems. Strong understanding of right of way principles including a thorough understanding of the function and operations of each section of the Right of Way Division. Thorough knowledge of the Uniform Relocation Assistance and Real Property Acquisitions Policy Act of 1970 as amended and its implementing regulations, 49 CFR 24. Comprehensive knowledge of all aspects of project development and the ability to interpret and apply Department policies and procedures. Ability to establish and maintain effective cooperative working relationships with internal and external stakeholders. Ability to read and interpret right of way and highway construction plans. Ability to multi-task and balance multiple priorities in a fast-paced environment. Working knowledge of Microsoft Word, Excel, Outlook, and Project software and the use of the Windows operating system. Ability to train others.

Working conditions: Office environment and minimal overnight travel.

Licenses, registrations and certifications: Valid driver’s license

("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.