



Blueprint Right of Way Manager

City of Tallahassee-Leon County Blueprint Intergovernmental Agency

Salary: \$48,443.20 – \$110,385.60/annually

Hiring Rate will generally not exceed \$92,208.90 /annually

Blueprint Intergovernmental Agency is seeking a qualified Right of Way manager to join its team. The Blueprint Intergovernmental Agency is a unique, joint City of Tallahassee-Leon County Agency responsible for planning, designing, and constructing community-enhancing projects funded by a local option one cent sales tax. Blueprint project managers, engineers, planners and right of way staff work together to preserve, protect, and enhance the community's quality of life through the implementation of holistic and coordinated transportation, water quality, environmental and green space projects. The Blueprint program began in 2000, and it is now entering its second iteration of voter approval. The workload encompassed by this second iteration is a series of 27 varied projects, which have been programmed for completion within the next 20 years with an approximate value of \$750,000,000. The upcoming projects include parks (Lake Lafayette and St. Marks Regional, Market Square, and the Northeast Park); walking and cycling trails and trail networks through environmentally sensitive areas such as alongside our canopy roads (Greenways Master Plan and Bike Route Network projects); roadway projects providing picturesque arteries into and throughout the City of Tallahassee and relieving congestion (Northeast Gateway and Airport Gateway projects among many more), water quality enhancement and flood stage alleviation projects (Capital Cascades Trail Segment 4) and placemaking projects providing wide sidewalks and plaza and park-like amenities to activate epicenters of the City (Midtown, the Fairgrounds, and along portions of Orange Avenue). For more information regarding Blueprint's upcoming projects, please visit <http://www.leonpenny.org/>.

To support the Work Program, Blueprint intends to hire a Right of Way Manager to join the Agency team. The Right of Way Manager directs and coordinates real estate acquisitions or dispositions between landholder, Blueprint Attorney, appraiser, surveyor, and title company. Negotiates real estate purchases, sales, leases, and easement acquisitions or manages consultants to do same. Makes personal contact with property owners and/or their representatives. Performs site searches and ownership research on properties for roadway and utilities rights of way acquisition documents. Prepares right of way cost estimates for projects. Performs and reviews appraisals for right of way acquisitions. Assists with pre-negotiation conferences, pre-litigation and pre-construction conferences. Oversees the pre-suit condemnation of property when necessary and assists the Blueprint Attorney or retained counsel in post-suit acquisition. Develops quality and productivity process improvements to improve services and effectiveness. Oversees the management of Blueprint property. Administers and maintains all real estate records and documents, including an inventory of all Blueprint-owned property. Makes recommendations



regarding priorities, schedules, budgets and purchasing decisions. Makes presentations before the public at meetings. Prepares correspondence and written reports necessary to the operations of Blueprint. Prepares right of way status reports. Reviews and/or approves all requests for payment relating to Blueprint real estate purchases. Makes effective recommendations concerning the promotion, hire, transfer, grievance resolution, discipline or dismissal of assigned staff. Evaluates subordinate personnel performance and recommends the approval or denial of merit increases. Performs related work as required.

Minimum Training and Experience:

Possession of a bachelor's degree in business or public administration, finance, real estate, or related field, and six years of professional experience that includes real estate transactions and/or real estate management, real estate appraisal, or a related field; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must be licensed as a real estate broker by Florida Real Estate Commission at the time of appointment or must have completed Florida Department of Transportation Right of Way Agent training program.

Must possess a valid Class E State driver's license at the time of appointment.

CLOSING DATE: April 17, 2020

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>.

Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer