

Middle Rio Grande Conservancy MRGCD

Classification Description



TITLE: Right-of-Way Manager
FLSA: Exempt
GRADE: 85
SUPERVISOR: Chief Operations Officer (COO)
DEPARTMENT: Licensing and Land Sales/Right-of-Way
ESTABLISHED: March 2023

Position Summary:

Under the general direction of the Chief Operations Officer manages, oversees, directs, coordinates, and supervises the Licensing & Land Sales/Right-of-Way Department activities and related functions for the MRGCD. Manages the right-of-way activities including title, appraisal and real property acquisition and sales; implements program goals and objectives and performs a variety of highly complex administrative and technical tasks for the MRGCD's Licensing and Land Sales/Right-of-Way Department.

Essential Duties and Responsibilities:

- Manages the day-to-day administrative, operational, and supervisory oversight of Right-of-Way activities and functions for the MRGCD; directs the establishment, implementation and communication of goals, objectives, policies and procedures; ensures appropriate policy and regulation interpretation, implementation, and compliance; and manages special projects in assigned area through the direct supervision of Right-of-Way Specialists.
- Oversees the right-of-way program and activities including supervision of title, appraisal and acquisition functions according to applicable policies by receiving and reviewing license and permit applications, ensuring compliance with applicable policies, administrative codes, statutes; communicating with external and internal customers; and recommending licenses and permit approval.
- Coordinates with MRGCD division/department leaders and governmental entities, and external project managers regarding real property acquisitions to ensure preparation of required documents for right-of-way acquisition functions, including easements, licenses, plats and contracts.
- Provides information to legal counsel in condemnation of properties and settlement negotiations; consults with legal counsel as needed in preparation of document, easements, licenses and contracts.
- Assists in determining compensation due to the MRGCD as a result of a proposed vacation of MRGCD rights-of-way.
- Assists in the formulation of MRGCD policies and procedures related to real property issues.
- Responds to requests and inquiries from the public regarding MRGCD property information; researches MRGCD records as needed to provide accurate information.
- Participates in preparation and administration of assigned budget; submits budget recommendation; monitors expenditures.
- Coaches, trains and motivates staff; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.
- Oversees the processing of license requests for infrastructure such as traffic gates, culverts, crossings, buried and aerial utilities, amendments, encroachments, etc.
- Oversees the processing of license requests for Special Use and Construction involving access to use MRGCD property temporarily, pumping into or out of MRGCD facilities, filming, emergency construction and relocation of utilities, and research.

- Ensures violations of MRGCD land policies by private individuals or public entities are correctly documented. Seeks corrective action related to policy violations to ensure MRGCD lands are protected.
- Attends public planning meetings to carry out transactions and to represent MRGCD in developing policies and for multi-jurisdictional planning efforts; coordinates with project managers/engineers from multiple municipal entities to meet specific time and cost parameters.
- Coordinates land sales for MRGCD according to the MRGCD's Land Sales Policy.
- Coordinates field and departmental evaluations and appraisals of property.
- Helps organize and maintain document library.
- Performs related duties and responsibilities as required.

Minimum Qualifications:

Bachelor's Degree in Business Management, Business Administration, Public Administration, real estate or related field plus five (5) years of increasingly responsible administrative or management experience; any combination of education from an accredited college or university, and related training and experience totaling seven (7) years may substitute for the required education and experience on a year for year basis.

Must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check.

Required certifications, license or registrations:

None

Knowledge, Skills and Abilities:

Knowledge of:

- MRGCD irrigation infrastructure such as canals, laterals, drains, culvert crossings, turnouts, etc.
- Surveying terms as they relate to right of way management
- Appraisal development process
- Governmental lands management
- Basic procedures, methods and techniques of budget preparation and control
- MRGCD Right-of-Way Policy and Procedures
- Principles and practices of supervision
- Methods and techniques of negotiation
- Methods and techniques of surveying, land measurements and preparing legal descriptions of property
- Relevant Federal and State statutes, State and local laws, codes and safety regulations

Skill in:

- Operating a personal computer utilizing word processing, spreadsheets, GIS databases and computer programs, i.e. MS Office Suite, some ArcGIS, Google Maps
- Interpreting and explaining MRGCD policies and procedures
- Preparing easement license and contract documentation
- Responding to requests and inquiries from the general public
- Preparing and administering program budgets
- Allocating limited resources in a cost effective manner

Ability to:

- Read, analyze, and interpret contracts, technical reports, survey plats, appraisals, deeds, and government regulations
- Carry out instructions furnished in verbal or written format
- Communicate clearly and concisely
- Analyze situations and adopt appropriate courses of action
- Handle multiple tasks and meet deadlines

- Develop and maintain positive working relationships with MRGCD employees and the public
- Drive a vehicle in urban and rural areas, and over unimproved, dusty, muddy, and slippery ditch banks
- Read engineering drawings
- Think critically
- Work independently
- Perform the essential functions of the job with or without reasonable accommodation
- Ability to present information to the Board of Directors

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch and drive a vehicle. The employee regularly is required to sit; climb or balance; and talk or hear. The employee is occasionally required to distinguish different or unusual odors from the surrounding area using the nose. The employee must occasionally lift and/or move up to 25 pounds.

Mental Demands:

While performing the duties of this job, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult problems; perform highly detailed work under changing deadlines, on multiple, concurrent tasks; work with interruptions and interact with MRGCD line staff, MRGCD management and the public.

Work Environment:

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors with exposure to the sun, natural weather conditions, various dusts, mists and wildlife and insects. Prolonged standing and walking may be on uneven surfaces or unstable ground.