

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY**

**Transportation Rights of Way Assistant Director**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees (see Eligibility Requirement section below)  
**Location:** Newington  
**Job Posting No:** 29191  
**Hours:** 40 hours per week  
**Salary:** Pay Grade MP 69  
**Closing Date:** Friday, May 30, 2014, 4:00 p.m.

There is a promotional opportunity for a Transportation Rights of Way Assistant Director in the Division of Rights of Way in the Bureau of Engineering and Construction in the Newington Administration Building.

**Position Description:** The Division of Rights of Way manages activities in the appraisal, acquisition, lease, and sale of real property for all modes of transportation. Candidate evaluates and interprets pertinent state and federal laws governing the acquisition of real property rights through condemnation or purchase; reviews appraisals and negotiates for real property rights; oversees relocation of displaced families and businesses; reviews preparation of instruments of conveyance and condemnation, and real estate closings for conformance with state and federal standards; reviews and interprets state and federal funding policies for transportation projects; formulates program goals and objectives; assists in the development of related policy; evaluates staff and recommends appropriate training and performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; knowledge of the methods and practices of land acquisition by purchase or condemnation; knowledge of title examining and recording; knowledge of real estate appraisal; knowledge of Federal regulations pertaining to relocation of families or businesses displaced by the construction of transportation facilities; knowledge of State laws pertaining to eminent domain and other Connecticut laws pertaining to land acquisition; some knowledge of highway and airport construction; considerable interpersonal skills; considerable oral and written communications skills.

To be successful in this position, the selected candidate must possess considerable knowledge of pertinent state and federal laws governing the acquisition of real property rights through condemnation or purchase; considerable knowledge of state and federal funding policies for transportation projects; considerable knowledge of title examination, preparation of instruments of conveyance and condemnation, and real estate closings for conformance with state and federal standards; considerable knowledge of state and federal funding policies for transportation projects; knowledge of appraisal methods and techniques for property valuation; considerable knowledge in the negotiation and acquisition of property rights; considerable knowledge of leasing and selling real property; some knowledge of design and construction. As the primary liaison within the agency for communication with other state agencies and the general public, the candidate must possess considerable knowledge of the state and federal transportation program, as well as excellent oral and written communication skills.

**EXPERIENCE AND TRAINING:**

**General Experience:** Ten (10) years of professional experience in real property control and management with involvement in acquisition and disposal and either appraisal or assessment.

**Special Experience:** Two (2) years of supervisory experience in appraisal, acquisition, or sale of real property, title examining and conveyance, or in large scale property management. Supervisory experience will be interpreted at or above the level of Supervising Property Agent.

**Eligibility Requirement:** This position is open to current State employees who meet the requirements listed above.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Submit a cover letter which states your interest and suitability for the position, resume, application (State of Connecticut Application for Examination or Employment Form CT-HR-12) and copies of last two service ratings to:

**Ms. Jacqueline Ouellette  
Department of Transportation  
Bureau of Finance and Administration  
Office of Human Resources, Room 1208  
2800 Berlin Turnpike  
Newington, CT 06131-7546**

Applications forms are available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.