

Title: Relocation Coordinator	Effective Date: June 24, 2017	Grade: XII	Job Category: Professional
Prior Title: Relocation Coordinator I	Prior Effective Date: June 30, 2016	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for the relocation of people and organizations, displaced as a direct result of a highway or transportation related project, in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

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.

- Negotiate and acquire real property acquisitions through personal negotiations or mail whenever individuals, businesses, nonprofit organizations and farms are displaced as part of a proposed highway project.
- Compute payments for and provide assistance to individuals, families, businesses, nonprofit organizations, and farms involved in the relocation process.
- Complete replacement housing studies for residential owners and tenants.
- Present relocation eligibility and vacancy notices.
- Advise the property owner on how much property is being acquired, the effect on the remaining property, and how the offer was determined.
- Perform decent, safe and sanitary dwelling inspections.
- Attend public meetings.
- Assist in field work and research for conceptual stage relocation statements and relocation cost estimates.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in business administration, real estate, psychology, sociology or related field, OR the educational equivalent to a diploma from an accredited high school and four years of related experience. Aptitude for problem solving and conflict management. Ability to work with a wide range of personality types. Effective written and oral communication skills. General knowledge of federal relocation procedures, rules and regulations preferred. Physical ability to traverse rugged terrain. Valid driver's license and constant statewide travel required. Constant statewide travel for this position means overnight travel up to four nights per week depending on the project locations.

("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.

