

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV36363</b>
<b>Job Class Code:</b>	<b>700</b>	<b>Salary Schedule:</b>	<b>ASRRDISPO</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>23</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>11/01/97</b>	<b>Effective Date:</b>	<b>11/01/97</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Engineering and Related Technical Series  
**JOB CODE TITLE:** LAND DISPOSITION SECTION MANAGER

**HRIS TITLE:** LAND DISPOS SECTION MGR

**CHARACTERISTICS OF THE CLASS:** Works under the general supervision of the Director and Assistant Director. Program development/implementation is reviewed to ensure compliance with state/federal laws and regulations and overall Department goals/philosophy. Has the authority to recommend action to Assistant Division Director and/or Division Director relative to individual or team projects; coordinate team members to accomplish project goals; in conjunction with management, establish section policy/procedure; implement approved section budget; supervise and evaluate performance of section personnel. As a Section Manager, plans, implements, administers and evaluates the Department's sales, commercial leasing or rights-of-way program. Work product consists of Land management and personnel problems resolved. Section goals and objectives established; all aspects of sales, leases, rights-of-way recommended; analyses to determine economic, political and environmental effects of various land transactions completed. As section manager, coordinates the activities of section staff to ensure successful project completion. Responsible for all aspects of sales, commercial leasing or rights-of-way disposition programs to include impact, development, maximizing monetary return, management plans and recommendations to the State Land Commissioner; direct structuring of the program and staff training; compliance with rules, procedures and policies; the protection of land values and revenue production; and for creation and maintenance of legal/other documents relative to the above.

**EXAMPLES OF DUTIES:** Makes project assignments, monitoring operations to ensure the accurate, timely and effective completion of projects. Oversees the negotiation of sales, commercial leases, or right of way contracts. Makes recommendations to division director or assistant division director, relative to disposition alternatives and specific elements of each disposition. Supervises the processing, review, analysis and recommendations on sales, commercial leasing or right of way proposals. Evaluates, drafts, and implements new rules and procedures, policies, reports, applications and documents. Coordinates the accurate and timely flow of information within the section and throughout the department on section related matters. Replies verbally and in writing to inquiries, presenting and requesting information requiring considerable judgment and discretion. Identifies and resolves conflicts to the satisfaction of involved parties. Conducts formal and informal training, meetings, seminars and presentations. Prepares section budgets and reports. Prepares statistical and financial reports. Conducts staff meetings for the purpose of information sharing and problem solving. Performs related tasks as required.

**WORK CONDITIONS:** Typically works in an office setting with no unusual working conditions. Occasionally works in a field setting. May be exposed to a variety of weather conditions and overnight travel.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Principles and practices of effective management; principles and practices of commercial real estate sales, leasing, and rights-of-way analysis and disposition; land use planning and management, and associated laws, rules and regulations; real estate values and uses; construction, evaluation, and execution of leases, easements, and sales contracts; project management and coordination; financial analysis and discounted cash flow.

**Skill/Ability to:** Work management and leadership; effective oral and written communication; establish and maintain effective working relationships with various levels of governmental and business officials, community leaders and the public; Negotiation skills sufficient to obtain support, cooperation, and action or change from involved parties; establish program objectives or performance goals and assess progress toward their achievement; make important decisions and judgments affecting direction of programs/projects.

**Experience and Education:** Typical ways to obtain the KSAs would be: Bachelor's degree in finance, real estate, business administration, urban planning, public administration, management or related field; AND five (5) years of experience in real estate, land sales, rights-of-way transactions or project management; Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.