

Job Details

Job Title SENIOR ACQUISITION SPECIALIST

Job ID 510223

Location City Hall, 414 E 12th St

Full/Part Time Full-Time

Regular/Temporary Regular

Favorite Job ☆

Pay, Benefits, & Work Schedule

Position available with the Public Works Department, Right of Way Division located at 414 E. 12th St.

Salary Range: \$19.34-\$33.55/hour

Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

Application Deadline Date: October 1, 2018

Responsibilities

Secures property deeds, easements, franchises, and agreements necessary for procuring rights-of-way or total property takes by direct negotiations or by condemnation. Conducts interviews with displacees to determine eligibility for relocation benefits under applicable state and federal guidelines. Exercises considerable initiative, independent judgment and tact in negotiating with property owners and the public. Assignments are received in oral or written form and are generally accompanied by maps, plans, and forms needed to describe and clearly identify land and buildings to be acquired or affected by transportation or utility construction or other use. Work is reviewed through periodic conferences and analysis of reports and case records for general quality of work and adherence to departmental rules, regulations and standards.

Responsibilities

REQUIRES an accredited Bachelor's degree in business or public administration, social sciences or engineering and 3 years of progressively responsible experience in real estate appraisal, title examination, the sale or acquisition of real estate, or administration of relocation benefits at the level of the City's Acquisition Specialist; OR an equivalent combination of qualifying education and experience. Must possess a valid driver's license in accordance with City of KCMO policies.
