



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: December 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement December 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, December 20, 2018**. Applications will not be accepted after that time and date.

NOTE: A copy of each applicant's Active Illinois State Certified General Real Estate Appraiser License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

RS IV

Appraisal Manager
Region 4/District 6/Program Development
Office of Highways Project Implementation
Springfield

Attachments
43138

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, December 20, 2018 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's Active Illinois State Certified General Real Estate Appraiser License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Position Summary Sheet

An Equal Opportunity Employer

Classification:	Realty Specialist IV	Salary:	\$5,015 - \$7,085*
Position Title:	Appraisal Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW944-23-56-301-20-01	IPR#:	43138

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Program Development/126 E Ash St, Springfield, IL

Description Of Duties:

This position prepares and/or reviews each parcel appraisal involving the acquisition of property for transportation improvements and is responsible for all property management functions, as well as coordinating right of way projects for local agencies.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel which may include overnight stays and overtime
- Illinois State Certified General Real Estate Appraiser license

Desired:

- Completion of four years of college including course work in engineering, business administration, prelaw and economics
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Extensive knowledge of state and federal laws concerning land acquisition and related activities, and departmental land acquisition policies and procedures
- Ability to communicate clearly and effectively; exercise sound judgment; and to read and interpret reports, maps, plans, legal descriptions and title abstracts
- Ability to establish and maintain effectual working relationships with employees, property owners, attorneys, government officials and the public

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 2018	POSITION:	Appraisal Manager
APPROVED BY:	Jeffrey M. South	OFFICE/DIVISION:	Office of Highways Project Implementation/ District 6 Program Development
CODE:	PW944-23-56-301-20-01	REPORTS TO:	Land Acquisition Engineer

Position Purpose

This position prepares and/or reviews each parcel appraisal involving the acquisition of property for transportation improvements and is responsible for all property management functions, as well as coordinating right-of-way projects for local agencies.

Dimensions

Subordinate Personnel:	1-4
Acquisition Program:	\$2 - \$8 Million 25 - 30 Projects 100 – 300 Parcels
Geographical Area:	15 counties

Nature and Scope

This position reports to the Land Acquisition Engineer. Reporting to this position are two Senior Appraiser Trainees, an Appraiser Trainee and a Junior Appraiser Trainee.

This position administers all appraisal activities to ensure that all rights-of-way (ROW) to be acquired have been properly appraised in time to meet scheduled construction letting dates. This position is responsible for researching and calculating cost estimates for proposed ROW for Phase I projects. The position acts as hazardous/toxic substances liaison for the Land Acquisition Section. Effective appraisals minimize the cost of acquisition, reduce condemnation expenses, and result in property owners receiving just compensation for their property. The preparation and execution of appraisal documents required by the Land Acquisition Policy and Procedures Manual are the responsibility of this position.

Typical problems faced are both managerial and technical in nature. This position oversees the training of local public agencies in the policies and procedures to follow in acquiring land so that all state and federal regulations are met when acquiring land. The incumbent must visit project areas and review all construction and ROW plans to identify possible appraisal problems and be prepared to offer alternative solutions. The greatest challenge to this position is ensuring that the fair market value of property to be acquired is established by both staff and fee appraisers.

This position personally schedules and assigns the section's resources, monitors the progress of all phases of the district Land Acquisition appraisal work, and reviews appraisals for content and form to determine acceptability. The incumbent may also assist the Special Assistant Attorneys General in related court cases. The incumbent will interview and recommend fee appraisals to be added to the state approved list. This position reviews contracts for fee appraisals and recommends approval, prepares appraisal documentation when required, coordinates activities with the other units in the section to ensure the timely acquisition of parcels, and trains and evaluates subordinate personnel. The incumbent reviews property owner appraisals, counter offers and depositions, and advise the district's Land Acquisition Engineer as to the strengths and weaknesses of proposed testimony and case law. The incumbent acts as the Land Acquisition Section's hazardous/toxic materials liaison between the district and the

central Bureau of Land Acquisition. The incumbent reviews any asbestos and hazardous/toxic substances.

The incumbent accomplishes assigned accountabilities through the following staff:

Senior Appraiser – who reviews difficult appraisals and minimum payment findings, prepares cost studies and appraisal documentations, monitors local public agency acquisitions, and coordinates property management functions.

Appraiser – who reviews and documents appraisals and minimum payment findings and assists in the preparation of cost studies.

Junior Appraiser Trainee – who reviews and documents appraisals and assists in the preparation of cost studies.

The incumbent operates within the guidelines of the Land Acquisition Policies and Procedures Manual, the Highway Design Manual, federal and state regulations, and the Illinois Revised Statutes, Chapters 47 and 121. The incumbent has wide latitude for independent judgment in the management of the district's Appraisals Unit. Such judgment may regard scheduling of workloads, solving appraisals problems, and evaluating subordinates and ensuring their safety. Problems, such as property owners not allowing the appraiser on the property or local agencies not following state and federal procedures, are referred to the Bureau Chief of Program Development along with a recommended solution. This position may require overtime and travel with possible overnight stays for training and meetings.

Contacts within the department are with the bureau's Studies & Plans and Program Sections, the Bureau of Operations' Traffic and Maintenance Sections, the Bureau of Program Implementation's Construction Section, the district's Local Roads & Streets Section, and the central Bureau of Land Acquisition. External contacts are with property owners, their attorneys, the Special Assistant Attorneys General, appraisers, consultant engineers, the Federal Highway Administration (FHWA), local public officials, and the public.

The effectiveness of this position is measured by the timely establishment of fair market values for property to be acquired.

Principal Accountabilities

1. Acquires and reviews appraisals for acquisition of all real property needs to meet state program requirements.
2. Trains, motivates and evaluates subordinate staff.
3. Reviews any asbestos and hazardous/toxic substances.
4. Researches and prepares cost estimates for proposed ROW.
5. Maintains good public relations with all external contacts.
6. Reviews project areas, construction, and right-of-way plans to determine possible appraisal problems that could be encountered.
7. Maintains office files and records to provide timely answers as to the status of all appraisal, relocation, and property management activities.
8. Ensures the safety of subordinate personnel.

9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.