



## City of Kansas City, Missouri Job Class Specification

**Job Title:** SENIOR ACQUISITION SPECIALIST      **Department:** MULTI  
**Job Code:** 1316      **Status:** NONEXEMPT      **Grade:** NE-7

### Summary

This is complex technical office and field work in the acquisition of property, obtaining of rights-of-way, and relocation of individuals and businesses displaced as a result of municipal capital improvement projects.

Work involves responsibility for securing property deeds, easements, franchises, and agreements necessary for procuring rights-of-way or total property takes by direct negotiations or by condemnation; and responsibility for conducting interviews with displacees to determine eligibility for relocation benefits under applicable state and federal guidelines. Work requires the exercise of 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.

### Duties and Responsibilities

- Consults with property owners or their authorized representatives, and conducts negotiations for the securing of deeds, easements, permits, options, agreements, or outright purchase of property for transportation and utility construction or other use.
- Reviews and checks right-of-way maps, detail sheets, and survey maps with corresponding legal descriptions submitted by departmental or consulting engineers to determine conformance, completeness, and accuracy.
- Works with representatives of federal, state, county and other public and private entities in coordinating and administering relocation activities.
- Conducts interviews with individuals, families and businesses displaced by government entities to determine eligibility for relocation benefits.
- Prepares and maintains case files for distribution of relocation benefits and acquisition of property or rights-of-way.
- Investigates and reports on various claims, complaints, and suggestions.
- Appears in court to testify on behalf of the City on condemnation cases.
- Participates in periodic audits of case files by state and federal agencies, providing documentation and responding to requests for information.
- Prepares requests for ordinances to accept legal documents granting rights-of-way to the city and to acquire private property by condemnation; coordinates with and supplies the legal department with maps, sketches, title reports, legal descriptions, photographs, and other materials.

**Duties and Responsibilities (cont.)**

- Presents ordinance requests to City Council committees, providing all relevant information and responding to questions.
- Provides non-technical and technical information to citizens.
- Performs related duties as required.

**Technical Skills**

Working knowledge of:

Legal and departmental practices applied in the preparation of maps, case files and similar documents involving right-of-way and relocation work.

Basic real estate principles.

Individual and group behavior and effective ways to work with individuals and groups.

Social, welfare and related services offered by area public, quasi-public and private social agencies.

All applicable state and federal regulations governing property acquisition and relocation.

Requirements of form and content necessary to render legal documents valid.

Ability to:

Read construction and location plans and legal property descriptions.

Explain and discuss land acquisition problems with attorneys, engineers, property owners, and other interested parties and to advise them in the solution of these problems.

Explain and discuss relocation benefits with displaced residents and businesses.

Manage considerable caseload in an effective and timely manner.

Establish and maintain effective working relationships with property owners, associates, municipal officials, and the general public.

Keep records and prepare required reports.

**Education and Experience**

Accredited Bachelor's degree with major course work in business or public administration, social sciences or engineering; and three (3) years progressively responsible experience in real estate appraisal, title examination, the sale or acquisition of real estate, or administration of relocation benefits, including three years at the level of Acquisition Specialist;

OR

An equivalent combination of education and experience.

**Certificates/ Licenses/Special Requirements**

- Must pass a background check as prescribed by the City.
- Possession of a valid driver's license issued by the State of Missouri.

**Supervisory Responsibility**

Supervision exercised over assigned personnel.

**Supervision Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

4/11

**Revised**

11/16, 8/22