



City of Kansas City, Missouri Job Class Specification

Job Title: ACQUISITION SPECIALIST

Department: MULTI

Job Code: 1315

Status: NONEXEMPT

Grade: NE-5

Summary

This is 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 initiative 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 files 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.
- Assists in the investigation and reporting on various claims, complaints, and suggestions.
- Prepares and maintains case files for distribution of relocation benefits and acquisition of property or rights-of-way.
- Assists in conducting interviews with individuals, families and businesses displaced by government entities to determine eligibility for relocation benefits.
- Participates in periodic audits of case files by state and federal agencies; providing documentation and preparing responses to requests for information.
- Assists in the preparation of 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.
- Provides non-technical and technical information to citizens.
- Performs related duties as required.

Technical Skills	<p>Working knowledge of:</p> <p>Legal and departmental practices applied in the preparation of maps, case files and similar documents involving right-of-way work.</p> <p>Basic real estate principles.</p> <p>All applicable state and federal regulations governing property acquisition and relocation for public purposes.</p> <p>Requirements of form and content necessary to render legal documents valid.</p> <p>Ability to:</p> <p>Read construction and location plans and legal property descriptions.</p> <p>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.</p> <p>Explain and discuss relocation benefits with displaced residents and business owners.</p> <p>Establish and maintain effective working relationships with property owners, associates, municipal officials, and the general public.</p> <p>Keep records and prepare required reports.</p>
Education and Experience	<p>Accredited Bachelor's degree and three (3) months experience in real estate appraisal, title examination, the sale or acquisition of real estate, or administration of relocation benefits;</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of education and experience.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Must pass a background check as prescribed by the City. ▪ Must possess a valid State - issued driver's license in accordance with the City of KCMO
Supervisory Responsibility	None
Supervision Received	<p>Work is performed under general supervision.</p> <p>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.</p>
Created	4/73,
Revised	9/06, 4/11,8/2022 , 01/2024