CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:						
Classification Specification: PROJECT ANALYST						
Salary Range:NR37 – Management Benefit Level C						
Position Description (Working Title): Project Analyst						
Incumbent:						
Location: Public Works - Engineering/Design						

GENERAL PURPOSE:

Under the direction of the Design Engineering Supervisor, or designee, perform a variety of professional and highly responsible duties related to the preparation of right of way plans for City projects, formation and completion of Local Improvement Districts, and other analysis or project support for City projects such as land acquisition and property management functions.

Work is characterized by professional-level duties associated with the research, analysis, and review of complex right-of-way plans. The incumbent works with project engineers and managers to ascertain the precise right-of-way needs of the City Public Works projects including, but not limited to, acquiring easement and fee interests in real property, performing appraisals, responsible for property land and basic relocation assistance. The incumbent prepares Local Improvement District (LID) assessment rolls including, but not limited to, the establishment of LID boundaries, assessment methodology, scheduling of LID meetings, and formation and finalization hearings. Other related work assignments may include review and analysis of property agreements, environmental mitigation agreements, agreements with other public or private utility companies, franchises, or other correspondence, documents, etc. affecting or affected by City projects.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate with project engineers, project managers, or project consultants to prepare detailed right-of-way plans necessary for the acquisition of new right-of-way or easements for City projects.

Utilize consultants to negotiate the purchase of right-of-way or easement acquisition necessary for City projects and provide relocation assistance to individuals affected by proposed construction.

As directed by the Design Engineering Manager, order title reports and coordinate the review and analysis of title reports received for specific projects.

Prepare complex legal descriptions necessary for right-of-way or easement acquisitions; or when directed, select and oversee consultants to be used for this purpose; appraise real property; serve as review appraiser; determine property damage; and prepare required reports and documents.

Write, interpret, and explain complex legal descriptions and documents necessary for City capital projects.

Inform property owners of their rights, applicable laws, and regulations.

Assist with the procurement of real property, easements, or property permits for Public Works projects by negotiating with property owners or property owner representatives for the purchase of Lease of Land parcels.

Inspect the property to be acquired for right-of-way or easement acquisitions.

Coordinate with the Law department or consultants for public use and necessity hearings and condemnation procedures.

Analyze LID benefit areas with project engineers to help determine LID boundaries.

Prepare preliminary and final LID assessment rolls with the review and authorization of an engineer.

Effect claim settlements with property owners for the acquisition of land and improvements.

Schedule LID public meetings, public hearings, and coordinate the LID process; appear before community organizations to explain LID procedures; assist LID participants with questions related to LIDs.

Participates in the selection and coordination of consultants providing title review, real property appraisal, and other related services.

Participate in meetings related to LID formation and finalization strategy; and provide input in these meetings based on research of the specific LID.

Conduct extensive research using government and private resources available.

Prepare and review exhibits and documents for presentations to officials and the general public.

Implement Federal guidelines in the acquisition of real property when required.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Basic principles of civil engineering
- Municipal Public Works project design and implementation including preparation of complex right-of-way plans
- Public works right-of-way and easement preparation of documents
- Local Improvement District process including laws, procedures, and guidelines
- Real Estate terminology, practices, and laws
- Basic principles of surveying practices
- Legal description interpretation and preparation
- Appraisal review
- Negotiating techniques, appraisal, and acquisition of real property
- Modern office practices, procedures, and equipment
- Recordkeeping techniques
- Correct English, grammar, spelling, punctuation, and vocabulary
- Applicable laws, codes, regulations, policies, and procedures
- Effective telephone techniques and etiquette
- Legislation regarding LIDs, real property and acquisition

SKILLED IN:

- Effective oral and written communications skills
- Demonstrating interpersonal relations using tact, patience, and courtesy
- Reviewing and understanding civil engineering drawings and right-of-way maps
- Maintaining records and preparing reports
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries

ABILITY TO:

- Plan, organize, and coordinate right-of-way and LID projects
- Provide information and assistance to others regarding the right-of-way requirements or LID process
- Prepare and process a wide variety of legal documents and instruments related to real property
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Meet schedules and timelines
- Analyze situations and adopt an effective course of action

- Oversee and coordinate multiple projects concurrently
- Prepare clear and concise project plans
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Review and understand complex designs and interpret engineering plans

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelors degree in Civil Engineering, or a related field; and

Experience: Four (4) years experience in right-of-way work, LID work, and right-of-way plan

preparation.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

 Valid Washington driver's license, or the ability to obtain within thirty (30) days of employment

Must have or obtain a Notary Public license

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computers, printers, scanners, telephones, cellular phones, pagers, fax machines, copy machines, and calculators.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions by walk-in employees, telephone calls, and inter-office activities; may be exposed to individuals who are

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irate or hostile; and may be required to travel to different sites. The noise level in the work environment is usually moderate.

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Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director	/Designee Date

**Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 2/8/07; 11/16/07