

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Appraisal Supervisor**

**Position Number: 54150056**

**Location: Helena**

**Department: Transportation**

**Program Area and Bureau: Project Development and Delivery/Right of Way Bureau**

**Section and Unit: Appraisal Section**

**Job Overview:** The Appraisal Section is responsible for MDT's real estate appraisal and appraisal review functions, including development of policies, procedures, and special instructions needed to carry out the real estate appraisal and appraisal review programs; provide professional appraisal and technical assistance to staff and fee appraisers; review all appraisals performed by staff and fee appraisers to ensure that they conform to current appraisal standards, are factually correct, meet legal requirements, and accurately estimates the value of property to be acquired and any loss in value to the remainder property; make decisions or determinations if there are any uneconomic remnants; make decisions or determinations as to the amount of just compensation that MDT should offer for each parcel to be acquired. This Section is responsible for developing MDT's appraisal policies, procedures, and guidelines, providing technical education and assistance for development of staff.

This position serves as the Supervisor of the Appraisal Section for the MDT Right of Way (ROW) Bureau. The position is responsible for developing, implementing and administering the Real Estate Appraisal and Appraisal Review Program; planning, directing, and monitoring appraisal projects statewide; establishing section procedures and standards; overseeing appraisal operations and activities statewide; and administering the daily operations of the section. The position reports to the Acquisitions Manager (#60064) and manages four (4.0) FTE in the section.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Program Development and Administration 50%**

- Directs, plans, and oversees Appraisal Program operations and services to ensure overall quality, efficiency, and consistency with Bureau standards and requirements. Develops short and long-term plans, objectives, and systems to ensure effective integration of appraisal functions in all districts; compliance with State and federal regulations; and responsiveness to broader construction project priorities, timelines, and requirements.
- Develops and recommends appraisal policies, procedures, and specifications that agree with State and federal requirements. This position obtains information from the research board at FHWA, finds out how projects are delivered, changes in design are assessed, meets project deadlines, and changes to the appraisal section of the right of way manual. Conducts periodic

policy reviews to identify ways to expedite the appraisal process and meet ready dates in a more timely and efficient manner.

- Research, monitors, and evaluates new and changing State legislation and federal rules to determine actual and potential impacts to ongoing appraisal operations and services. Develops position statements to explain and defend the MDT's position on statutory changes. Advises the Bureau Chief and other MDT managers regarding integration and impacts of new requirements. Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to appraisal that may affect MDT operations.
- Maintains liaisons with the; District offices; other MDT bureaus and divisions; and State, local, and tribal agencies. This involves exchanging information to gain cooperation, coordinate activities, explain projects, and resolve conflicts; interpreting statutes and regulations; developing memoranda of understanding; negotiating the use of staff and other resources; and coordinating and directing cooperative projects.
- Develops and conducts appraisal workshops as needed to provide information and training for section and district right of way staff; and presents as requested at conferences on appraisal topics.
- Serves as management team member involved with the development of program data used to establish standards, specifications, and policies. Represents the MDT at conferences, public meetings and management reviews.
- Resolves statewide operational issues and project impediments. Communicates with all relevant parties to ensure that various projects and program operations meet performance standards.
- Provides expert guidance and oversight to engineering staff on construction projects and recommends changes that should be made on future contract plans to correct R/W difficulties and to improve the efficiency of the R/W design and planning process.

#### **Program Delivery 25%**

- Provides guidance, and oversight to right of way supervisors and staff involved with property appraisal projects to ensure the quality and compliance of appraisals and determinations of just compensation. Review and approve appraisal reports and valuations to verify the technical integrity of methods and conclusions used in the appraisal and appraisal review processes, assess compliance with state and federal statutory requirements and professional standards, ensure that appraisals correctly estimate the value of the property to be acquired and any loss in value to the remainder, and as appropriate, exercise administrative memos to override the review appraiser.
- Analyzes, evaluates, and approves appraisal information to determine appropriate amounts of just compensation for each parcel of property to be acquired. This involves identification and resolution of discrepancies in information, appraisal methods and techniques, and final determinations. Conducts or coordinates independent appraisal reviews as necessary to resolve discrepancies and establish final just compensation determinations, including authority to determine and/or approve any just compensation amount that can be appropriately documented and justified.
- Determines just compensation for real estate acquisitions with input from MDT staff, fee appraisers, landowners, private legal representatives, and others as necessary to obtain market data as the basis for establishing consistency regarding property values and

compensation amounts. Provides valuation testimony in court proceedings to explain, justify, and/or defend appraisal methods, evaluations, and final determinations.

- Evaluates environmental issues for their effect on property value and as related to right of way appraisals to ensure compliance with state and federal environmental requirements, as well as approving appropriate valuations.
- Coordinates and oversees property condemnation appraisal and appraisal review procedures to ensure their technical and legal defensibility in condemnation actions. This involves coordinating with ROW staff, MDT legal staff, and others to develop specialized condemnation appraisals suitable for legal proceedings, providing professional expertise and advice throughout court proceedings, and providing written and verbal testimony as necessary.
- Develops, implements, and administers the ROW Appraisal Certification Program to provide staff professional development, improved service to the public, and advancements within the right of way profession.
- Trains MDT staff and local agencies in federal procedures and approving and monitoring appraisal procedures and agreements for certification of right of way sufficiency on federally funded construction projects to FHWA. Mentoring staff in compliance with the State of Montana Board of Real Estate Appraiser License Certification requirements.

#### **Section Operations      10%**

- Monitors compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff and supervisors, personal review of acquisition and appraisal work and project plans, and through discussions with other MDT staff and management. Develops recommendations for staffing, material, and equipment needs based upon current and projected ROW project activities. Coordinates with ROW staff, local government agencies, and other interests to optimize project resource allocations, schedules, and procedures.
- Determines and fulfills equipment procurement needs of the Appraisal Section including responsibility for developing specifications, ensuring compliance with Department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into district operations and practices to ensure maximization of resources.
- Reviews and approves all requisitions, payrolls, expense claims, vendor claims, and related transactions for the Section to ensure MDT resources are used in the most efficient manner possible.
- Determines the need for and oversees the development, negotiation, and monitoring of service contracts. Monitors workforce needs, developing appraisal and acquisition guidelines for consultants, reviewing and approving prospective consultants, and approving invoices.

#### **Staff Supervision      10%**

- Directly supervises Appraisal Section staff by reviewing and revising overall section work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of MDT goals.
- Establishes and approves overall responsibilities, organizational structures, and allocation of positions within the Section. Recommends and justifies requests for additional personnel.

- Determines training needs of staff through analysis of program effectiveness, new technology and policies, and staff performance. Prepares, presents, or arranges training through subordinate supervisors, personnel specialists, training offices, or outside consultants to ensure modern technology and the latest methods are used. Ensures consistency in the application of training opportunities for all staff. Ensures that personnel are trained to ensure project designs are cost-effective and meet required standards.
- Identifies staffing needs and recruits and hires employees Ensuring compliance with state and federal employment and civil rights law throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Reviews work of positions indirectly supervised through assessment of subordinate supervisors' performance evaluations. Implements and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in application of disciplinary action.
- Ensures that staff complies with state and departmental personnel rules, regulations, and policies and collective bargaining agreements. Resolve grievances at the lowest level whenever possible.

#### **Other Duties            5%**

Performs a variety of other duties as assigned by the Bureau Chief and management in support of the Department mission and Division objectives.

#### **Supervision**

The number of employees supervised is: 4.

The position number for each supervised employee is: 60051, 60026, 60013, and 60087.

#### **Physical and Environmental Demands:**

- Works in a typical office environment.
- Ability to drive long distances, stay overnight, and travel within the State to project locations, and out of State travel by airline to national conferences and meetings.
- Estimated to travel 25% throughout the year based on project delivery needs.

#### **Knowledge, Skills and Abilities (Behaviors):**

- Extensive knowledge of the concepts and theories of real estate appraisal, including the principles of eminent domain, real estate law as it applies to land titles and transfer documents, and appraisal and acquisition of real property for federal aid projects, and other program functions; program planning and administration, budgeting; contract management; application of state, federal, AASHTO, and FHWA requirements and standards; and a working knowledge of land surveying, highway engineering design, and construction methods and materials, and building construction materials and methods. Supervisory duties require knowledge of MDT and state personnel procedures and policies, employment law, and personnel management practices and techniques.
- Skill in directing, organizing, and coordinating multiple staff and projects; examining, interpreting, and translating technical/legal information to broad audiences, standard office

software applications (e.g., word processing, database, etc.), analyzing and interpreting statistical information, and written and verbal communications.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to high school diploma or equivalent.

This position requires a minimum of 8 years of appraisal experience, real property appraisal experience with eminent domaine, or other related experience. This position requires 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: Certification by the Montana Board of Real Estate Appraisers as a certified general real property appraiser is preferred.

**Special Requirements:**

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other: Describe        |
| None Union Code                            | Safety Responsibilities                         |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Program Supervisor**

**Job Code Number: B1J01M**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached.

**Human Resources:**

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**Signature**

**Title**

**Date**