

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1188 **TITLE:** DIRECTOR OF LAND ACQUISITIONS **GRADE:** S-33

DEFINITION:

Under direction of the Director and Deputy Director of Public Works Department, and subject to County policy, to plan, organize and direct the activities of a centralized land acquisition and land management program for the County; and to do related work as required.

TYPICAL TASKS:

Plans and organizes effective procedures for acquisition of lands or properties and easements, options, agreements, permits over lands;
Administers contracts for appraisals;
Makes recommendations for condemnation proceedings;
Prepares technical reports and advises on site selections;
Prepares budgets and financial reports;
Manages property and right-of-way inventory;
Makes recommendations for property use and disposal of surplus properties;
Maintains close liaison with other County agencies for land administration services;
Carries out the acquisition phases of school site selection and acquisition, working very closely with appropriate School Board employees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of real property acquisition for public purposes;
Basic knowledge of laws governing condemnation proceedings;
Knowledge of the laws and procedures required to validate the acquisition of real properties and/or easements required;
Ability to direct subordinates in exercising proper judgment in property negotiation;
Ability to train subordinates;
Ability to establish and maintain effective working relationships with property owners, the public and other County officials and agencies;
Ability to prepare clear and concise reports.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to the following:
Graduation from a four-year college or university and seven years of experience in real property negotiation, two years of which must have been in a supervisory capacity.

REVISED ES: August 13, 2011
REGRADED: July 1, 2007