

City of Dallas
Classification Specification

Title:	Relocation Specialist	Class Code:	26002
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	10/01/2011
FLSA Status:	Exempt	Revised:	10/01/2012

Position Purpose:

Under general supervision responsible for assisting and directing staff and residents in the timely and effective execution of the relocation plan.

Essential Functions:

1. Handles individual caseloads to provide financial and other types of assistance to ensure the minimal inconvenience for families, individuals, farm operations, businesses, and non-profit organizations displaced as a result of various acquisition and code enforcement projects.
2. Provides advisory services such as referrals and options, technical assistance, obtaining and completing necessary forms, documents, and other pertinent data to the displaced requiring relocation as a result of governmental actions.
3. Coordinates relocation activities with city, state, county, and federal displacing authorities, real estate community, social service agencies, commercial moving companies, and other city departments to ensure disproportionate inconveniences for the displaced do not occur.
4. Completes necessary paperwork to effectively process complex cases and to ensure adequate documentation to meet all audit requirements.
5. Interprets rules, regulations, and laws related to implementing federal, state and local relocation policies to ensure all actions are consistent with legal guidelines.
6. Performs a variety of activities such as handling disgruntled displaces, dealing with a lack of affordable housing, individual preferences, financial constraints, zoning restrictions, accessibility, processing claims for payments, and other factors to ensure satisfactory relocation.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

