

Trust Land Office  
Department of Natural Resources

Position Description: Southeast Lands Manager  
(Trust Resource Manager)

Position Location: Juneau, Alaska

January 2012

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The Southeast Lands Manager position is under the general supervision and direction of the Trust Land Office (TLO) Senior Lands Manager and will perform tasks associated with the stewardship and management of Alaska Mental Health Trust (Trust) lands in the southeastern region of Alaska. The TLO, housed within the Department of Natural Resources, manages one million acres of land and natural resources as agent for and contractor to the Alaska Mental Health Trust. The TLO's mission is to maximize long-term revenues for the benefit of The Trust and its beneficiaries through the development and management of Trust resources.

**Distinguishing Characteristics:**

The Southeast Lands Manager will perform tasks of stewardship and management of Trust land in Southeast Alaska, and serves as the primary contact with organizations and the public in Southeast. Tasks include the ability to solve complex natural resource transactions, complete independent analyses and travel for approximately 60% of the work month.

Work to be performed by this position is characterized by a demand for coordinating and resolving conflict of land management issues across southeast communities, agencies, occupational lines and the cross-functional intradepartmental TLO team.

**Examples of Duties:**

Provide lead review and assessment of requests for use of Trust land and assets in Southeast Alaska. Manage existing licenses, contracts, permits and other agreements on Trust lands through activities including, but not limited to, rent collection and adjustment, insurance and bonding maintenance, site inspection and hazardous material evaluations, agreement termination, mitigation and resolution of trespass, and general customer relations.

Responsibilities also include new applications for purchase, lease, and small resource material sales of/on Trust land; the evaluation of applicant qualifications, analysis of revenue and risk potential, review of transactional documents such as title, appraisal, survey and agreement negotiations; and completing land use transactions and procurement processes for routine goods and services such as survey and appraisals.

Preparation of required transactional documents including, but not limited to Trust consultations, best interest decisions and public notices; participation in asset management planning, budget development, land sale programs and resource development strategies with the Senior Lands Manager and other staff.

Participation in commercial real estate land development programs including land use regulation, right of way acquisition or vacation, engineering, platting and due diligence processes.

**Knowledge, Skills and Abilities:**

- Knowledge of land management and stewardship programs.
- Familiarity with governmental and regulatory public hearing protocols. Represent the TLO involving resource/land management policy, regulations or projects.
- Evaluate management concerns and options that are complex due to multiple effects and interaction of laws, public and private interests, or potential for conflict or loss.
- Participate in developing programmatic guidelines and assess effectiveness.
- Perform audits of work performed for compliance to agreements and regulations.
- Field inspection skills such as GPS, survey interpretation and map reading.
- Work independently while monitoring profession communication and accountability with Senior Lands Manager in the Anchorage office.
- Knowledge of federal and state electronic land databases including the recorders office.
- Professional writing skills.
- Ability to prepare electronic documents, spreadsheets, presentations and GIS systems.
- Familiarity with the State of Alaska procurement process.

**To Apply:**

Candidates who wish to apply for the position must submit a cover letter including a statement of interest, resume, documentation of degrees/programs completed, and the names of three professional references with contact information.

Employment documentation should be addressed to:

Leann McGinnis  
Business Manager  
Trust Land Office  
2600 Cordova Street, Suite 100  
Anchorage, AK 99503

Or: [leann.mcginnis@alaska.gov](mailto:leann.mcginnis@alaska.gov)

The recruitment period ends January 30, 2012 at 4:00 pm.

Applicant confidentiality will be maintained.