

Contract Management
Trust Resource Specialist– Range 16
Position Description – Position Vacancy
Alaska Mental Health Trust Land Office

The Alaska Mental Health Trust Land Office (TLO) is recruiting for a Trust Resource Specialist position located in Anchorage. This position will perform journey level professional work in support of Trust Resource Managers working in a variety of natural resources related disciplines; including land, minerals, energy, and forestry management. The incumbent will exercise independent judgement to complete tasks associated with TLO authorizations and contract administration on Trust land. This is a full-time exempt position with state benefits and an annual salary range between \$50,000 and \$60,000 depending on experience.

Key responsibilities include, but are not limited to:

- Coordinate with Transaction and Resource Managers for case file initiation and maintenance in the Land Administration System (LAS) and Revenue and Billing (R&B) systems;
- Act as the manager of the information management system; Document Locator (DL). Perform duties as the database administrator/controller of DL for the TLO. Point of contact for TLO staff regarding electronic and hardcopy file management for all case files;
- Subject matter expert for TLO's document management software (ColumbiaSoft's Document Locator), and assist with document control efficiencies, procedural revisions and creating new forms;
- Coordinate with Resource Managers to ensure compliance with the terms and conditions of TLO authorizations including; inspection schedules, rent adjustments, contract maintenance, payment schedules, and other requirements);
- Prepare correspondence as requested by Resource Managers for contract compliance;
- Assist Resource Managers with scheduling project dates and deadlines and provide reminders when required;
- Interaction with customers on routine contract compliance, defaults notices, and updates.
- Ensure performance bonds and insurance certificates are maintained during the life of the contract, and assist the Transaction and Resource Managers to amend, replace, relinquish, or forfeit performance bonds;
- Design, create, and maintain ad hoc and non-standard reports for land use contracts, including the weekly Cash Receipt Report;
- Ability to read, write, and understand legal descriptions;
- Assist the TLO Budget Analyst, as needed, for the annual audit and quarterly reports;
- Serve as back-up to the Transaction Manager for R&B and LAS data input;
- Maintain TLO's Public Notice program including; producing Ad Orders, scheduling print dates, monitor comments, ensure posting and removal dates from State Website, and ensure comments are forwarded to managers; and
- Other duties as assigned.

Our ideal candidate will have some or all of the following desired strengths:

- Ability to interact well with professional level staff and provide excellent customer service;
- Ability to craft precise documents;
- Ability to proofread a variety of documents with great attention to detail;
- Ability to manage and prioritize competing tasks

- Proficiency in Word, Excel, Outlook, and use of the internet;
- Self-motivated and capable of independent work as well as a team setting;
- Possess excellent oral and written communication skills;
- Strong organizational skills with the ability to manage changing priorities;
- Familiarity or experience with Revenue & Billing (R&B), or LAS (Land Administration System);
- Familiarity or experience with Document Locator from ColumbiaSoft; or a similar document management system.
- Experience with land and/or other natural resource documents such as contracts, maps, licenses, easements, leases, plats, etc.;
- Working knowledge of Geographic Information Systems.
- Ability to use discretion when resolving sensitive and confidential matters; and
- A strong work ethic with reliable attendance and punctuality.

Minimum Qualifications

A bachelor's degree from an accredited college in business, natural resources, natural sciences (i.e. forestry, geology, ecology and agronomy), public administration, planning, economics, cartography, or a closely related field.

OR

Two years of entry level professional experience in natural resource management. The required experience may include work such as an Administrative Assistant, Natural Resource Specialist I, Forester I, Park Ranger I, Geologist I, Hydrologist I, Agronomist I, Historian I, Archaeologist I, Environmental Specialist I, Recorder III, Cartographer I, or Planner I with the State of Alaska or the equivalent with another employer.

OR

One year of graduate study from an accredited institution (24 semester hours or 36 quarter hours of graduate level coursework equals one year) in a natural resource field (such as forestry, geology, agronomy, and hydrology), law, planning or public administration or a closely related field.

How to Apply

Candidates who wish to apply for the position must submit a cover letter, resume (limit to two (2) pages), a brief writing sample and the names and phone numbers of three professional references, at least one being from a current or former supervisor. Inquiries will be kept confidential.

Employment documentation should be addressed to Leann McGinnis, Business Manager, Trust Land Office, 2600 Cordova Street, Suite 100, Anchorage, AK 99503. Documents can also be emailed to leann.mcginis@alaska.gov or faxed to 907-269-8905.

Recruitment will remain open until the position is filled.

This is a complete copy of the position description. Additional copies can be viewed at the Trust Land Office website: www.mhtrustland.org

The State of Alaska is an equal employment opportunity employer and supports workplace diversity. Individuals requiring accommodation should call 1-800-587-0430 V/1-800-770-8973 TTY/TDD (Relay Alaska).