

Alaska Mental Health Trust Land Office
Southcentral Lands Manager
Position Description

The Alaska Mental Health Trust Land Office within the Department of Natural Resources is recruiting for the position of Southcentral Lands Manager. This is a fully exempt, professional position with a starting salary between \$68,700 to \$81,000 annually. Final salary will be negotiated at the time of hire and will be based upon the successful candidate's qualifications and experience. The position is in Anchorage, Alaska, and is offered with a complete State of Alaska benefit package.

General Function

The Southcentral Manager is part of a dynamic team that is statutorily charged with developing economic opportunities and management of stewardship obligations for Alaska Mental Health Trust (Trust) lands. The applicant will have responsibility for the development of small subdivision developments, land use authorizations, and negotiated disposals to generate revenues for the beneficiaries of the Trust. Additionally, the applicant will be responsible for stewardship obligations to maintain the value of the real property corpus until such time that there is a development opportunity and resolving conflicts of land management issues across Southcentral communities. The position requires the ability to perform and report financial analysis, planning, and reporting activities. It is a challenging position that requires effective decision making, analytical, and communication skills. The position requires travel throughout Southcentral Alaska as well as occasional statewide trips of up to 50% of a work month (75 hours).

Reports To: Deputy Director

Direct Reports: None

Major Activities (Typical Duties/Responsibilities)

Seek and encourage development of projects on Trust land that are in the Trust's best interest, and engage with the individuals, organizations, communities, businesses and governments to market Trust lands. Represent the Trust's interest with various parties in a professional manner. Prepare pro forma analysis, budgets, and reports for specific projects on developments that generate strong returns.

Coordinate the statewide land sale program for the Trust Land Office (TLO). Identify potential land sale markets and work with the Southeast and Northern Lands Manager to create an inventory of new subdivisions to be incorporated into the land sale program. Manage to ensure various components of the land sales program are completed timely and effectively by various staff and contractors to result in productive auctions and sales. Coordinate necessary surveys,

appraisals, borough platting, infrastructure development as needed, web site updates, land administration system database updates, and auction proceedings.

Provide lead review and assessment of requests for use of Trust land and assets in the Southcentral area. 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 evaluation, agreement termination, mitigation and resolution of trespass, and general customer relations.

Responsibilities to include adjudication of new applications for exchange, purchase, lease, and small resource material sales of/on Trust land. Work will include evaluation of applicant qualifications, analysis of revenue and risk potential, and review of transactional documents such as title, appraisal, survey, and agreement negotiations, and written recommendations to senior TLO staff. Complete land use transactions and procurement processes for routine goods and services such as survey and appraisals. As necessary, meet with governmental assemblies or other parties to meet desired results.

Prepare required transactional documents including, but not limited to briefing documents, Trust consultations, best interest decisions, and public notices. Participate in planning for asset management, budget development, land sales program, and resource development strategies with the Deputy Director and other staff.

This position typically interacts with:

- Professionals including appraisers, architects, attorneys, bankers, engineers, and title representatives.
- Purchasers and sellers.
- Local, state, and federal government agencies.
- Senior and mid-managers from various companies.
- Members of the public and business communities.

Required Knowledge/Skills/Abilities

- Flexibility to adapt to multiple and changing priorities. TLO priorities may be determined by the TLO Executive or Deputy Director requiring prompt revision of the daily schedule.
- Entrepreneurial skills to develop land resources and generate revenues on potential new business opportunities to fulfill TLO fiduciary responsibility from beginning to project completion.
- Ability to work effectively with and manage a wide variety of professionals involved in land management and their associated work products including attorneys, architects, engineers, real estate consultants, developers, investors, contractors, purchasers and

sellers, as well as management, staff, and public officials in various levels of government with varying skills, including prioritizing their efforts for the benefit of the TLO.

- Strong project management skills for complex projects.
- Excellent written, verbal, and technical skills appropriate for professional communications with legal, financial, technical, and managerial professionals, and a wide range of third party professionals.
- General business background to prepare pro forma analysis, budgets, and reports for specific projects on developments.
- Ability to quickly assimilate new industry and regulatory practices and apply such practices to assignments.

Desired Knowledge/Skills/Abilities

It is expected that the applicant will strive to master these items during the first year of employment.

- Analytical and verbal skills necessary to assist or represent the Executive Director in negotiating and evaluating the implications of various actions on Trust land.
- Ability to prepare electronic standard accounting/financial documents, spreadsheets, and presentations.
- Ability to utilize GIS, mapping software, and GPS units for gathering parcel attribute data.
- Understanding of settlements, statutes, regulations, and resource management strategy that guide procedures and practices at the TLO.
- Understanding of the land sale program, assuming coordination of the statewide program.
- Familiarity of the Southcentral inventory of Trust parcels.
- Familiarity with the State of Alaska procurement process.

Minimum Experience

- Bachelor's Degree in business management, environmental sciences or related land management field.
- Three years of progressively responsible experience in land management, project management or related areas.

How to Apply

Candidates who wish to apply for the position must submit a cover letter, resume, the names and telephone numbers of three professional references and a professional product sample that emphasizes writing skill. Inquiries will be kept confidential. Employment documentation should be addressed to Wyn Menefee, Deputy Director, Trust Land Office, 2600 Cordova Street,

Suite 100, Anchorage AK 99503. Documents can also be emailed to wyn.menefee@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 on 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).