

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV36356
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	9410		

Job Code Established:	10/27/91	Effective Date:	
Job Code Revised:	01/15/98	Effective Date:	

JOB CODE SERIES: Manager Series

JOB CODE TITLE: LAND MANAGER II

HRIS TITLE: LAND MGR II

WORK DESCRIPTION: As an Assistant Division Director, performs professional and administrative work managing multiple major natural resource programs having high visibility and often having major impact on the State Land Department. The Land Manager II is distinguished from the Land Manager I by responsibility for all aspects of the management program for major natural resource statewide specialized natural resource programs, and serving as assistant manager to a Land Manager III. It is distinguished from the Land Manager III by the responsibility for: (1) assisting in the program management of multiple major natural resources, (2) the size of the geographic area managed, (3) the value or potential value of the program resources managed, and (4) the complexity of the mix of the program resources managed.

WORK ACTIVITIES: As the assistant division director, this position will supervise a subordinate staff of clerical, paraprofessional, and professional natural resource employees and will manage and coordinate the unit activities and resources of a section and assist the division director in managing major statewide multiple use natural resource programs as described in the following work activities. In a major real estate management program: plans, implements, directs and evaluates through subordinate managers the development, lease, use, protection of state lands in the management program for a major natural resource; the evaluation of the current value of the natural resource; and the development and implementation of management plans for the natural resource to assure development, utilization and protection of the natural resource. Recommends on the lease of the natural resources or natural resource lands to assure maximum financial return to the state; reviews and advises on contracts and leases; oversees the budget preparation and administration; and prepares financial, statistical and narrative reports. In the conservation management program: plans, implements, directs and evaluates natural resource conservation programs on a statewide basis; participates in meeting with local natural resource operations; assists in the election of conservation district board of supervisors with districts and secretary of state; assists district boards in annual legislative budget preparations; assists local communities participating in the national flood insurance program; acts as consultant and advisor for soil conservation projects; oversees budget preparation and administration; and prepares financial, statistical and narrative reports. Performs related work as required.

WORK CONDITIONS: Works in an office setting with no unusual work conditions. When working in a field setting, may be exposed to a variety of weather conditions and overnight travel.

SUPERVISION: Works under the direction of a Land Manager III. Work is reviewed while in progress as Assistant Division Director and upon completion as a Section Manager for compliance with laws, regulations and Department procedures.

WORK RESULTS/PRODUCTS: Successful accomplishment of land use management objectives in multiple use, natural resource programs and for a fully functioning work unit engaged in providing and implementing statewide natural resource programs.

RESPONSIBILITY: For decisions affecting the use, protection and regulation of resources generated from state-owned lands as well as the revenues generated from these resources.

AUTHORITY: To utilize extensive professional knowledge and judgment in rendering decisions regarding State land and resources; to settle sensitive and complex resource management problems and issues both at the Section and Division levels; and to recommend priorities, budgetary and work force needs to Division Director.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: The principles and practices of natural resource and land use planning and management; Federal and State laws appropriate to assigned programs; Land descriptions and the documents involved in the ownership and transfer of land and of land and water rights; Land, range, soil, mineral and water conservation and management techniques; Management techniques.

Skill/Ability to: Applying a multi-disciplinary approach to diverse and complex natural resource and program management issues; Planning, organizing, and directing the work of a staff; Establishing and maintaining effective working relationships with governmental/regulated business officials, community leaders, and the public; Interacting with others to explain/defend natural resource programs, plans, and regulations; Effective oral and written communications.