

**Alaska Mental Health Trust Land Office**  
**Easements Manager**  
**Position Description**

The Alaska Mental Health Trust Land Office within the Department of Natural Resources is recruiting for the position of Easements Manager. This is a fully exempt, Range 20, professional position with a minimum salary of \$75,000. 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 benefits package. This posting closes March 21, 5:00 PM AKST.

**General Function**

The Easements Manager is statutorily charged with developing economic opportunities and management of stewardship obligations to maintain and enhance the value of Alaska Mental Health Trust (Trust) lands. All activities and functions are for the maximum benefit to the Trust and the Trust's beneficiaries. It requires effective, independent, defensible decision-making, as well as analytical and communication skills coupled with the self-directed ability to act with initiative. This position also requires the capability to perform financial analysis, planning, and reporting activities.

**Reports To:** Deputy Director

**Direct Reports:** None

**Major Activities (Typical Duties/Responsibilities)**

Manage the Easements Program for the TLO. Identify unauthorized linear uses (utility, fiber optic, pipelines, etc.) on Trust land and work with responsible parties to complete authorization and capture lost revenues. Audit existing easement files for accuracy, completeness, and capture lost revenue if applicable. Manage to ensure various components of the program are completed timely and effectively by various staff and contractors. Coordinate necessary surveys, appraisals, website updates, marketing, land administration system database updates, and negotiations.

Work with the Administrative section on existing authorizations, contracts, and other agreements on Trust lands; activities including, but not limited to, rent collection and adjustment, insurance and bonding maintenance, agreement termination, mitigation and resolution of trespass, and general customer relations.

Perform field work to evaluate the status of Trust land for easement authorization (applications, existing authorizations, and trespass) purposes that include, but are not limited

to, drone photography collection, environmental hazards assessment, trespass, improper use, and general stewardship activities.

Provide lead review, evaluation, and adjudication of easement-related requests for use of Trust land and assets.

Development of land use authorizations, easements, negotiated disposals, or other agreements to generate revenues.

Prepare pro forma analysis, budgets, and reports for specific projects on developments that generate strong returns.

Prepare required transactional documents including, but not limited to white papers, briefing documents, Trust consultations, best interest decisions, decisions to proceed, and public notices.

Participate in planning for easements program and resource development strategies with the Deputy Director and other staff.

Manage the existing Interagency Land Management Agreements on Trust land. Work towards resolution of agreement issues between state agencies.

### **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, right-of-way agents, 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, long-term 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 or 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 easements program, assuming coordination of the statewide program.
- Familiarity of the statewide 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.
- Four 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, three professional references with contact information, and a professional product sample that emphasizes writing skill. Inquiries will be kept confidential. Employment documentation should be addressed to Jeff Green, Deputy Director, Trust Land Office, 2600 Cordova Street, Suite 201, Anchorage AK 99503. Documents can also be emailed to [jeffrey.green@alaska.gov](mailto:jeffrey.green@alaska.gov) or faxed to 907-269-8905. All documents must be submitted no later than March 21, 5:00 PM AKST.

This is a complete copy of the position description. Additional copies can be viewed on the Trust Land Office employment website: <https://alaskamentalhealthtrust.org/trust-land-office/connect/employment/>

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).