

## **Alaska Mental Health Trust Land Office Land and Resource Specialist Recruitment**

The Alaska Mental Health Trust Land Office (TLO) within the Department of Natural Resources is recruiting for a Land and Resource Specialist position located in Anchorage, Alaska. This is a fully-exempt, Range 16, position with a minimum salary of \$60,000. Final salary will be negotiated at time of hire and will be based on the successful candidate's qualifications and experience. The position is in Anchorage, Alaska and is offered with the complete State of Alaska benefits package. This position recruitment is open until filled.

### **General Function**

The Land & Resource Specialist (Specialist) is statutorily charged with supporting economic opportunities and management of stewardship obligations to maintain and enhance the value of Alaska Mental Health Trust (Trust) lands and reports directly to the Deputy Director. All activities and functions are for the maximum benefit to the Trust and Trust beneficiaries. This position requires journey-level professional contract administration and adjudication duties under general supervision, as well as assisting in the development, administration, analysis, or implementation of programs to manage Trust land across multiple resource types, including surface and subsurface estates. It requires effective, defensible decision-making, analytical, and communication skills with the ability to act with a high level of initiative and independence.

**Reports To:** Deputy Director

**Direct Reports:** None

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

- Reviews existing contracts to determine extent of compliance with fee schedules, rental agreements, and/or rent payments to determine if additional monies are owed and will work with customer to bring them into payment compliance.
- Reviews expired contracts and gathers information as necessary to support closure, reauthorization, reapplication, or renegotiation. Specialist will draft recommendations for Resource Manager.
- Create and maintain inspection schedule for casefile closures and works with Resource Managers as necessary to ensure completion. Specialist will perform field work / site visits as delegated by Deputy Director or for contracts assigned to them. If site is not in a condition acceptable to close the casefile, Specialist will document, to the extent necessary, information relevant to resolve the issue either through the trespass resolution process or for further engagement with customer.

- Reviews land use or lease applications and determines the information necessary to make a recommendation to management (or designee) regarding whether to approve or deny an application. The Specialist will work with customers as necessary to gather the additional information as necessary.
- Coordinate with Deputy Director to ensure compliance with the terms and conditions of TLO authorizations including, but not limited to, inspection schedules, rent adjustments contract maintenance, payment schedules, and other requirements.
- Develop solutions for tracking and management of contract compliance items such as labor filling, development requirements, or insurance updates.
- Work with GIS Title Chief to develop additional reporting as necessary to carry out duties.
- Prepare correspondence for resource contract compliance either at the request of Deputy Director or at own initiative for delegated contracts.
- Coordinate with Transaction and Resource Managers for casefile initiation and maintenance in the Land Administration System (LAS) and Revenue and Billing (R&B) systems.
- Point of contact for TLO staff regarding electronic (Document Locator) and hardcopy file management for all casefiles.
- Provide marketing / website content management support for land sales programs and other TLO marketing efforts.

### **Required Knowledge, Skills, and Abilities**

- 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.
- Proficiency in Word, Excel, and Outlook
- Possess excellent oral and written communication skills.
- Strong organizational skills with the ability to multi-task and manage changing priorities.
- Experience with land and/or other natural resource documents such as contracts, licenses, easements, leases, plats, maps, etc.
- Ability to use discretion when resolving sensitive and confidential matters
- A strong work ethic with reliable attendance and punctuality.
- 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.
- 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.
- Strong project management skills for complex projects.

- Ability to quickly assimilate new industry and regulatory practices and apply such practices to assignments.

### **Desired Knowledge, Skills, and Abilities**

- Familiarity or experience with Revenue & Billing (R&B), or LAS (Land Administration System).
- Familiarity or experience with Document Locator; a document information management system; or a similar content/information management system.
- Understanding of settlements, statutes, regulations, and resource management strategy that guide procedures and practices at the TLO.
- Familiarity with the State of Alaska procurement process.

### **Travel**

The position requires travel throughout Alaska up to 50% of a work month (75 hours) during field season.

### **Minimum Qualifications**

A bachelor's degree from an accredited college in a natural resource field (such as forestry, geology, agronomy, and hydrology), public administration, planning, economics, environmental sciences, cartography, or a closely related field.

Or

Two years of entry level professional experience in natural resource management.

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.

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 Blain Alfonso, Administrative Manager, Trust Land Office, 2600 Cordova Street, Suite 201, Anchorage AK 99503. Documents can also be emailed to [blain.alfonso@alaska.gov](mailto:blain.alfonso@alaska.gov) or faxed to 907-269-8905.

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).