



JOB ANNOUNCEMENT
Requisition # 10-06-07
Posting Closes: 06/16/2010

Job Title: Land & Resource Specialist

Location: Glennallen, AK

Reports to: Land & Resource Manager

FLSA Status: Non-Exempt

Summary:

The Land and Resource Specialists (LRS) perform a broad range of tasks associated with the stewardship and management of all Ahtna owned land, water and other Land and Resources.

Essential Duties & Responsibilities:

- Research and analyze land and hunt permit applications
- Issue Ahtna Land and Community Hunt Permits
- Conduct field inspections of Ahtna lands
- Administer database for resources
- Administer contracts for goods and service
- Research difficult title verifications
- Adjudicate authorizations for resource use
- Draft land use contracts, lease agreements and easements
- Process difficult case files involving competing interest or controversy
- Hold conferences to understand and resolve conflicts
- Write reports on resource issues
- Design and conduct the public process with shareholders
- Provide planning assistance to local governments and other Ahtna agencies
- Utilize handheld GPS equipment
- Other duties as assigned by management and/or supervisor
- Function as an assistant to the Land Manager

Minimum Qualifications: These are the minimum qualifications to be considered for this position.

- A minimum of two (2) years of progressively responsible field or administrative experience that demonstrate ability to meet core competency requirements
- Bachelor's degree in Natural Resources or equivalent major required
 - Experience may be substituted for the degree requirement on a 1:2 basis (one year of experience for every two years of education required for degree completion)

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(Revised: May 2010)

- Experience and knowledge of Alaska Native cultures, ANCSA and/or ANILCA preferred
- Valid driver's license

Core Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, participates in meetings, demonstrates group presentation skills, prepares and delivers written reports, conducts meetings and negotiates with employees, subcontractors and clients. Writes clearly and informatively, varies writing style to meet needs, presents numerical data effectively and is able to read and interpret written information. Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Demonstrates strong influence-management, negotiation, leadership and assertiveness skills. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions or behaviors and uses equipment and materials properly
- **Software & Reporting** - The individual is highly experienced in advanced features of MS Word and Excel with working knowledge of the other software tools within the Microsoft Office Suite and has a demonstrated knowledge of computerized database applications.