

LAND MANAGEMENT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the activities of the public land management programs of the territory.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Directs activities in the management, acquisition and disposition of public lands.

Formulates, recommends and administers policies, rules, regulations and procedures governing the land management programs.

Directs and evaluates negotiation activities and recommends appropriate action.

Reviews and makes recommendations of government projects that result in acquisition of private and/or federal lands.

Evaluates operational effectiveness and recommends and implements appropriate changes to improve effectiveness.

Coordinates public hearings and inter-agencies meetings and reviews on proposed land transactions.

Directs the inspection of public lands for violations of contractual agreements, pertinent laws, rules and regulations; and enforcing non-compliance of these agreements and laws and regulations.

Performs administrative duties connected with the operation of the division, including budget and personnel administration.

Prepares correspondence, reports and other program materials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods and practices of public land administration.

Knowledge of the principles and practices of management and public administration.

Knowledge of negotiation methods and practices for the acquisition and disposition of real property.

Knowledge of the various legal instruments effecting land transactions.

Ability to administer the land management programs of the territory.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to make work decisions in accordance with program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in real estate data analysis and evaluation.

MINIMUM EXPERIENCE AND TRAINING:

(A) Four years of progressively responsible experience as a land agent or equivalent work, one year in a supervisory capacity, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, land management or related fields; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission