

**COOK INLET REGION, INC.**  
**JOB DESCRIPTION**

**Position:** Manager, Land  
**Department:** Land & Resources  
**Reports To:** Senior Director, Land & Resources  
**FLSA Status:** Exempt

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***Supervises***

Land Administrator

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***General Function***

Under the direction of the Senior Director, Land & Resources, manages and monitors the land use of CIRI undeveloped property. Duties include management of sand and gravel resources, oversight and compliance of contracts with CIRI Villages and CIRI Operators; timber interests on CIRI lands; oversees regulatory consultations; and acts as a liaison on cultural consultations and inquiries. Manages, monitors and coordinates land leases, access issues, and permitting program for CIRI land. Researches and analyzes land status and maintains related records. Oversee the day-to-day activities pertaining to land administration.

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

1. Responsible for oversight and supervision of land leases, agreements, contracts and permits associated with sand and gravel, timber and other surface resources including oversight and compliance by those conducting activities on CIRI lands.
2. Responsible for oversight and supervision of the management, administration and inspection of CIRI land assets, including timber and gravel within the approved budget.
3. Oversees, coordinates and responds to consultation requests on or near CIRI lands including research and response to state and federal agencies Section 106 inquiries.
4. Monitors and responds to Native Allotment issues in the Cook Inlet region including the Alaska Native Veteran Allotment Act.
5. Oversees and monitors activities affecting lands to ensure compliance with state and federal regulations.
6. Research, compile and communicate real property matters, including property disposition or use inquiries between Land and Resource Department, Real Estate Department and CIRI management team.
7. Participates in negotiations and oversight for land transactions, including surface leases, easements, rights of way, grazing, permits and non-development covenants. Monitors compliance with the terms of various land use instruments.
8. Provides technical, research, and project support to CIRI's management team and the Land & Resources Department. Compiles data to assist in the evaluation of land projects.

9. Monitors the financial and operational performance of assigned areas of responsibility including budget preparation.
  10. Provides progress reports to the Senior Director on a regular basis on major projects and routine land activities.
  11. Supervises land administration staff on areas of responsibility including environmental, land conveyance and a variety of land access instruments.
  12. Various other projects and duties as assigned.
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### ***Skills/Abilities***

- Knowledge of the principles and practices of land ownership and management including working knowledge of land records systems, land title and recording procedures, land surveying, legal descriptions and platting.
  - Ability to analyze, document and administer land leases, permits and contracts.
  - Ability to work with director, coworkers and consultants as well as external groups in industry and government.
  - Excellent organizational skills and ability to prioritize work, make decisions, solve problems, exercise good judgment and work independently with minimal supervision.
  - Proficient computer skills in Microsoft Office with a particular emphasis on Excel and Access.
  - Strong communication skills, both oral and written; ability to write reports, business correspondence and procedures manuals; ability to effectively present information and respond to questions from staff, managers and the general public.
  - Working knowledge of the Alaska Native Claims Settlement Act, the Alaska National Interest Lands Conservation Act, and other applicable laws and regulations.
  - Familiarity with the flow of data from state and federal government agencies and the ability to coordinate responses as necessary.
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### ***Minimum Experience***

Bachelor's degree in business, land, resources management or related field and five years progressively more responsible experience; or any combination of education and experience that provides the required skills, knowledge and abilities. Supervisory skills required. Additional coursework from an accredited college in real estate and/or contract law or SR/WA (Senior Right of Way) designation from the International Right of Way association preferred.

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### ***Required Contacts***

- CIRI executives, management and staff
- Executives, management and staff of other ANCSA corporations and villages
- Environmental, legal, construction, land and resource professionals

- Representatives of state, federal and local agencies
  - Community and business leaders
  - General public
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***APPROVAL***

***Incumbent:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Supervisor:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_