

COOK INLET REGION, INC.

JOB DESCRIPTION

Title: Manager, Resources
Department: Land and Energy Development
Reports To: Director, Land & Resources
FLSA Status: Exempt

Supervises
None

General Function

Under the direction of the Director, Land & Resources manages and monitors the development of and activities on oil and gas properties and participates in negotiation and issuance of leases. Responsible for contract administration and compliance for all oil and gas leases on CIRI land. Researches and analyzes land and lease status and maintains related records. Others projects as assigned.

Major Activities (Typical Duties/Responsibilities)

1. Assists in the maintenance of the land records system by ensuring that land and resource actions affecting CIRI property are properly documented to the appropriate CIRI land record (detailed land review).
2. Understands, participates in the negotiation of, and administers oil and gas unit agreements and activities including operational and development plans.
3. Participates in the resource development activities and operations in the appropriate capacity, as lesser, working interest owner or royalty interest holder.
4. Assists with natural resource royalty audits/reviews and related audit procedures including preparation of schedules and work papers through review and recalculation of royalty detail and analytical procedures as directed.
5. Oversees acquisition, transmittal and retrieval of land and oil and gas data. Works with Records Management staff and outside consultants, including geotechnical personnel, on data inventory and storage.
6. Coordinates and monitors oil and gas exploration and production well status and production information on a regular basis.
7. Participates in the review and/or issuance of land use requests related to oil and gas activities, including seismic, and monitors compliance with the terms of the various instruments.
8. Codes and tracks invoices for processing and budget purposes; monitors budget-to-actual performance on designated projects and/or operations.
9. Ensures timely payment or receipt of permit fees, lease fees, and payments due for resources.

10. Monitors resource activities affecting lands to ensure compliance with state and federal regulations and maintains relationships with Regulatory Agencies.
 11. Provides progress reports on a regular basis to the Director on major projects and activities.
 12. Assists with other resource activities as necessary in timber, minerals, coal and/or sand and gravel as assigned.
 13. Assists with and completes other projects as assigned.
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Skills/Abilities

- Knowledge of the principles and practices of land ownership and management. Working knowledge of land record systems, land title and recording procedures, land surveying, legal descriptions and platting.
 - General and specific knowledge of land and resources issues and industry practices.
 - Ability to analyze, document and administer resource leases, permits and contracts.
 - Ability to work with coworkers and consultants and 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.
 - Ability to work effectively with a wide variety of professionals involved in land and resources.
 - Familiarity with natural resource exploration data.
 - Well-organized and self-directed; ability to manage multiple projects and priorities.
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Minimum Qualifications

Bachelor's degree in business, land, natural resources management or related field and eight years progressively more responsible experience; or any combination of education and experience that provides the required skills, knowledge and abilities. CPL designation preferred.

Required Contacts

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

- Partners, managers and staff of joint ventures and limited partnerships
 - Local, state and federal agencies
 - Lessees, tenants, consultants, contractors
 - General public
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APPROVAL

Incumbent: _____

Date: _____

Supervisor: _____

Date: _____