

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

**Title:** Senior Director, Land and Resources  
**Department:** Land and Energy Development  
**Reports To:** Senior Vice President, Land and Energy Development  
**FLSA Status:** Exempt

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***Supervises***

Manager, Land  
Manager, Resources  
GIS Specialist  
Land Administrator  
Land Specialist and Administrative Assistant

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***General Function***

Responsible to manage, oversee and participate in the development and administration of the use of CIRI's subsurface resources including oil, gas, minerals, coal, sand and gravel, hard rock, and other resources, and its undeveloped surface estate. In conjunction with the Senior Vice President, Land and Energy Development, participate in negotiation and evaluation of new lease proposals. Oversee property taxes and the tax appeal process. Participate in the implementation of corporate strategies related to land and resources and provide management support to the Senior Vice President, Land and Energy Development. Serve as CIRI's primary liaison with the oil and gas industry within the Cook Inlet basin.

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

1. Provides a strategic vision for capturing opportunities from CIRI's lands and resources.
2. Oversees CIRI's resource development negotiations, operations, activities and royalty interests including oil and gas, minerals, timber and gravel interests within the approved budget.
3. Oversees natural resource royalty audits and reviews, participates in natural resource valuation studies.
4. Oversees and participates in all aspects of CIRI's ANCSA entitlement.
5. Responsible for the property tax process for CIRI and its subsidiaries to ensure real property asset values are reviewed and appealed to minimize tax burden; communicates and coordinates real property tax information to provide management support to other departments.
6. Promotes resource development on CIRI land. Oversees, evaluates and screens land transaction requests from shareholders and community and third party developers.

7. Researches and analyzes issues that affect the natural resource interests of CIRI.
8. Conducts and participates in the negotiation, development and execution of land and resource related agreements. Evaluates the terms of resource proposals, prepares Board materials and presents proposals or resource strategies to the Board of Directors for consideration or action.
9. Provides written and verbal progress reports to CIRI management on major projects and activities of the department.
10. Serves as an officer of CIRI's resource subsidiaries.
11. Represents CIRI to industry, public and various government agencies on resource related issues.
12. Participates in and attends industry related functions and keeps abreast of resource related market trends and regulations.
13. Provides necessary input and resource related expertise on regulation or compliance issues that affect the Land and Resources Department, including leading CIRI's compliance with federal and state environmental laws and regulations for activities (including clean up operations and remediation) on its lands.
14. Oversees and manages due diligence, financial analysis, and budget preparation for CIRI's natural resources.
15. Assists the Senior Vice President, Land and Energy Development in the execution of his duties, including department planning, budgeting and oversight of reporting activities.
16. Supervises the day-to-day activities of the department; manages and supervises department personnel including goal setting, training and performance evaluations and reviews.
17. Other duties as assigned.

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***Skills/Abilities***

- General and specific knowledge of land and resources issues and industry practices.
- Extensive knowledge in financial analysis, planning, budgeting and reporting activities.
- Knowledge of the negotiation process and skill in applying the knowledge.
- Ability to plan, motivate and direct others in the achievement of company, department and personal goals and objectives using a team management approach.
- Ability to conceptualize, analyze and resolve diverse problems.
- Strong communications skills, both written and oral, with an emphasis on the presentation of land and resources material in a meaningful manner to the ultimate decision makers.
- Knowledge of contract administration and project management as well as ability to research, organize and analyze technical information.

- Knowledge of regulatory and organizational aspects of ANCSA, ANILCA and related legislation and regulations, including the accounting requirements necessitated by Section 7(j) of the Alaska Native Claims Settlement Act (ANCSA).
  - Practical knowledge and substantial experience with general business practices and procedures; proficiency in the use of computers and related programs.
  - General knowledge of state and federal environmental laws and regulations.
  - Ability to establish and maintain effective working relationships with executives, managers and staff of CIRI and affiliated-companies.
  - Ability to work effectively with a wide variety of professionals involved in land and resources.
  - Well-organized and self-directed; ability to manage multiple projects and priorities.
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***Minimum Experience***

Bachelor's degree in land or resources or a related field including business administration, law or accounting, and ten years progressively responsible experience; or any combination of training and experience that provides the required skills, knowledge and abilities. Supervisory experience required.

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***Required Contacts***

- CIRI Board of Directors, executives, management and staff
  - Executives, management and staff of other ANCSA corporations and Native Villages
  - Environmental, outside legal counsel, construction, land and resource professionals
  - Partners, managers and staff of joint ventures and limited partnerships
  - Local, state and federal agencies
  - General public
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***APPROVAL***

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

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