



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 6320

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**LAND MANAGEMENT SPECIALIST**

GRADE K

**SCOPE OF WORK:**

Work involves overseeing and evaluating programs for the maintenance, improvement, and leasing of lands under the control of or owned by the State of North Dakota.

**DUTIES PERFORMED:**

- Manage activities involved with subleasing, public access, trash violation, and noxious weed control programs on school trust lands.
- Inspect land and buildings to determine condition, special management needs, sale or lease potential.
- Inspect, appraise, and insure buildings and other improvements.
- Negotiate agreements with individuals wanting to lease land from the State.
- Work with lessees in implementing land management techniques to improve the productivity of the land or the well being of the wildlife.
- Determine land acreage and the productivity of soils; maintain the accuracy of automated land records.
- Provide lease information, sale values, sale dates, sale procedures, and ownership status to lessees, potential land purchasers, and the general public.
- Inspect and inventory unauthorized uses such as trash dumps, construction aggregate sites, or oil road easements.
- Follow up on violations to ensure the reclamation of unauthorized uses and old mine sites.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in agriculture or a closely related natural resources field, and two years of related work experience. Requires Commercial Agriculture Pest Control certification be obtained within one year of employment.

Eff. Date: 10/74 - Land Manager

Rev: 07/91 - Rewritten, changed title

Rev: 03/98 - Rewritten in current format

Rev: 10/07 – Reviewed and updated scope, minimum qualifications, duties, factoring, and changed grade.

Rev: 07/12 – Conversion to Hay System