



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6330

MANAGER, SURFACE MANAGEMENT DIVISION

ND DEPARTMENT OF TRUST LANDS
GRADE O

SCOPE OF WORK:

Work involves managing the staff and activities of the Surface Management Division within the ND Department of Trust Lands.

DUTIES PERFORMED:

- Manage over 700,000 acres of trust land to generate income, while maintaining and improving the land's ecological health and mitigating impacts on other values.
- Manage division program planning and implementation; conduct research, assign and assess division projects, and develop goals and objectives.
- Manage division project quality assurance by reviewing and approving easement applications, reclamation plans, grazing leases and land use agreements.
- Participate in and make recommendations in the hiring process; train and supervise division staff.
- Assign, train, evaluate and supervise surface management staff.
- Develop, implement, and manage surface management policies and procedures.
- Oversee annual agricultural lease auctions; validate lease expirations, review and approve tract lease provisions, ensure auction notices and requirements are met.
- Provide input to division budget.
- Propose and monitor legislation; may present testimony to the legislature.

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 master's degree in agriculture education, biology, botany, natural resource management, range management, soils, or other closely related field and five years of land management work experience that involved understanding legal land descriptions and legal documents including leases, easements, titles and patents that included supervision of staff.

Eff. Date: 12/92

Rev: 03/98 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System

Rev: 06/15 – Updated scope of work, duties, and minimum qualifications; reviewed factoring and changed grade

Rev: 11/16 – Agency deleted Director Natural Resources class; reviewed factoring and changed grade