



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 6335

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**MANAGER, MINERALS MANAGEMENT DIVISION**

ND DEPARTMENT OF TRUST LANDS

GRADE O

**SCOPE OF WORK:**

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

**DUTIES PERFORMED:**

- Manage mineral estate owned by various state agencies and institutions including mineral title analysis, asserting ownership, and repairing titles.
- Manage lease ownership and assignments; monitor and maintain leases of state resources.
- Hire, train, and supervise minerals management staff.
- Develop and manage mineral asset policies and procedures.
- Work with Office of the Attorney General staff on legal issues related to management of trust minerals.
- Serve as legal liaison for mineral estate under department management.
- Work to promote trust land interests including minerals found on lands owned and managed by the state.
- Coordinate with the other divisions on issues involving minerals development such as wellsite location, damage negotiations, and reclamation.
- Maintain knowledge of regulatory and business climate surrounding oil and gas development.
- Serve as agency liaison with other state agencies and related stakeholders.
- Provide information to the public and outside entities.
- Prioritize division procedures, standards and budget needs; provide input to the division budget.
- Participate in the legislative process and prepare and present testimony.

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 business, pre-law, petroleum land management, political science, public affairs, or other closely related field and five years of minerals management work experience that involved leasing of mineral rights, transferring of minerals ownership rights, and mineral/land management practices that included supervision of staff. Additional education in a related field may substitute for two years of the work experience on a year-for-year basis.

Eff. Date: 09/86

Rev: 01/97 - Reviewed grade, updated duties, updated format

Rev: 09/08 - Reviewed factoring, grade and updated duties and scope of work

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