

LAND MANAGER

General Description

- Primarily responsible for all Farming & Grazing, Rights-of-Way and Oil & Gas leases. Workload also includes field work related to these leases and incumbent must be knowledgeable on such matters as rights-of-ways, pipelines, surface damages and restorations.

Primary Duties

- Must have working knowledge of leasing procedures, mainly farming & grazing, oil & gas and also must be able to handle other leases relating to these such as pipelines, right-of-ways, etc.
- Must also be able to work with other Government agencies, whether it is local, State or Federal. A few of those are County Commissioners, County Extension Services, Agriculture Department, State Corporation Commission, Environmental Personnel, State Archaeology Department, Mineral Management, and many others. Must have ability to secure deeds, surveys, read and understand legal descriptions.
- Must be physically fit and able to work outdoors. Job entails field work with farmers and ranchers, must be able to walk great distances at times to view property and cattle.
- Requires office work as part of leasing process. All leases will be on a database. Computer skills are required as lease data must be entered and extracted in order to develop the lease. In order to complete this task, a complete knowledge of Microsoft Word and Excel is required.
- Ability to read and prepare legal descriptions, good math skills are required and incumbent must have a good knowledge regarding the history of Indian Land, fractionated interests, lease distribution for multiple ownership, surveys, appraisals, right-of-ways, property damage, compensation for surface damage and restoration will be necessary.
- Must have good communication skills, both oral and written, letter writing, lease preparation, and ability to develop farm plans. Ability to discuss those farm plans and ideas for improvement of the land with Lessees and potential Lessees.
- Must be knowledgeable on subjects such as building fence, clearing wooded areas, pasture improvement, and hay harvest, digging ponds, stocking rates and any other topics relating to agriculture leasing.
- Must be able to confront such things as: trespassing, overstocking hunting, fishing, wood cutting and be aware of what penalties may be imposed or what remedial action may be necessary. Also, must be aware of resources available and which might be needed to solve or correct problems.

Qualifications

- Must have a high school Diploma or equivalent. Associate's Degree preferred.
- Prefer at least 2 years experience working with a Tribal Realty Department.
- Must possess a valid Oklahoma Driver's License
- Must be able to pass a comprehensive background check
- Native American Preference/EOE/Drug Free Workplace

Salary based on experience