

Vacancy Announcement

Commissioner of University and School Lands

ND Department of Trust Lands

Location: Bismarck, ND with required travel

Salary Range: \$8,500 to \$15,000 per month and up commensurate with experience plus full state employee benefits

Closing Date: September 30, 2017

Position Number: 226-1466

Status: Exempt unclassified/Appointed

Date Posted: July 25, 2017

****Closing date extended from August 31 to September 30, 2017.****

Summary of work:

The North Dakota Department of Trust Lands (“Department”) is responsible for management and oversight of **educational trust funds, mineral acres and other assets for the benefit of public** schools and institutions in North Dakota. The Department of Trust Lands is governed by the Board of University and School Lands (“Board”), established under Article IX of the North Dakota Constitution. The Commissioner of University and School Lands (“Commissioner”) is appointed by, and reports to, the Board.

The Department of Trust Lands consists of 31 full-time employees. The Department’s biennial operating budget is \$7.9 million. The Department administers approximately \$4.5 billion of financial asset investments, over 700,000 surface acres, and over 2.6 million mineral acres. The Department also administers the ND Unclaimed Property statutes and operates the Energy Infrastructure and Impact Office.

The Commissioner is responsible for managing and administering the Department of Trust Lands and provides overall direction and oversight for all divisions within the Department. The Commissioner serves as the Department’s chief spokesperson for public relations and legislative communications. The Commissioner is also an *ex officio* member of the State Investment Board.

Key areas of responsibility include:

- Keep the Board informed of developments, issues, and legislation affecting the Department of Trust Lands;
- Ensure effective communication of Department actions with state agencies and affected industries.
- Establish goals and objectives of the Department and submit to the Board for review and approval;
- Develop Department policies and procedures with Board direction; monitor established Department policies and procedures for compliance.
- Provide oversight of all Department employees;
- Provide personnel administration system for hiring, evaluating, terminating, maintaining personnel records, and pay administration.

- Maintain general supervision of the investments, loans, lands and minerals under control of the Board.
- Maintain all records concerning the sales, leases, permits and other conveyances of lands under agency supervision.
- Maintain minutes of Board meetings.
- Direct and control budget expenditures as authorized and appropriated;
- Maintain financial records of the Department in accordance with generally accepted principals of fund accounting, showing the condition of the permanent funds and all other Department activities;
- Ensure that funds are invested pursuant to NDCC § 15-03-04 (prudent investor rule).
- Execute all instruments, agreements, and conveyances as authorized and directed by the Board under its authority found in the Enabling Act, state constitution, and NDCC Title 15.
- Monitor compliance under Department instruments, agreements and conveyances authorized and directed by the Board, with assistance from the Board's legal counsel
- Represent the Board before the legislature, special interest groups, other governmental agencies and the public.
- Prepare the biennial Department budget.
- Prepare the biennial report to the Governor and the Secretary of State.
- Monitor the legislative process for bills affecting the Department. Testify as necessary before the legislature.
- Ensure enforcement of the unclaimed property laws (NDCC 47-30.1).
- Under NDCC § 21-10-01, the Commissioner of University and School Lands is named as one of eleven members of the State Investment Board, which is responsible for investment of funds of various state agencies, institutions, or political subdivisions.

Minimum Qualifications:

- Bachelor's degree from an accredited institution.
- Minimum of ten years of experience in progressively higher levels of management in private or public sector organizations that included management of financial assets and human resources. Advanced education may substitute for up to 3 years of work experience on a year for year basis.
- Strong written, verbal, and interpersonal communication skills are an essential part of this position.

Preference will be given to applicants with:

- Master's degree from an accredited institution.
- Experience in accounting, management of fiscal and financial assets, audit practices and budget development.
- Experience in energy-related financial issues.
- Extensive experience and knowledge in land acquisition, titles and mineral leasing.
- Experience in land management and related issues.
- Experience in agriculture and related issues.
- Demonstrated ability to develop and implement agency policies, goals, and objectives.
- Experience working with a Board, the state legislative process, state agencies, and outside entities.

- Highly effective communication and presentation skills; the ability to prepare and present clear and understandable written and oral reports; desire and ability to educate others about trust land issues.
- Strong leadership, problem-solving, and decision-making abilities.
- Integrity, confidence, positive attitude and a results-oriented manner.

For more information on the ND Department of Trust Lands or the Board of University and School Lands objectives and activities, please visit: www.land.nd.gov/.

Application Procedures:

Applicants can access the announcement and application by visiting the State of North Dakota Job Openings listing at <http://www.nd.gov/hrms/jobs/announcements.asp>. Applicants must complete the online application and include a resume and cover letter providing details how education, work experience and skills qualify them for this position by 11:59 p.m. on the closing date.

For more information or assistance in the application or selection process, please contact Leanne Schmidt at 701-328-4738, email at recruiter@nd.gov, or TDD: 800-643-3916.

ND Veteran's preference does not apply to this position.

Equal Opportunity Employer

The State of North Dakota and this hiring agency do not discriminate based on race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.