



## Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

## Assistant Division Manager Leasing and Business Management Section Asset & Property Management Division

Recruitment #2012-02-5366

**JOB CLASSIFICATION:** WMS Band 2

**SALARY RANGE:** \$4,863 – \$6,205 per month  
(\$4,715 – \$6,019 with 3% temporary reduction)

**Important Note:** From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions. For specific information on the Temporary Salary Reduction, [click here](#).

**TYPE OF POSITION:** Permanent, Full-time.

**LOCATION:** Olympia, Washington

**CLOSES:** February 21, 2012

### **POSITION PROFILE:**

As the Assistant Division Manager (ADM) of the Leasing and Business Management Section within the Asset and Property Management (APM) Division, this position reports directly to the APM Division Manager. The ADM position is responsible for ensuring maximum revenue generation as well as sustainable resource management from leases, easements, and licenses on 1.2 million acres of state trust lands.

Programs reporting to this position include: Commercial Real Estate; Communication Sites; Energy and Mineral Resources; Rights-of-Way Acquisition and Granting; Easement Granting; Land Use Licenses; Special Forest Products; Special Use Leasing; and Commercial Recreation. This position also manages the department's Noxious Weed Control Program and oversees the use of reserved funds (\$500,000 for FY 11-13) for infrastructure maintenance, repair and construction, and purchase of rights-of-way on specific areas of trust lands. Duties include, but are not limited to:

- Responsible for leading the development and implementation of policies, procedures, direction, and guidelines that encourage industry-leading revenue generation for the trust beneficiaries.
- Provide leadership and guidance to ensure successful implementation of upland leasing and rights-of-way programs.
- Responsible for setting standards and evaluating performance to ensure successful accomplishment of division and agency goals, objectives and the agency's strategic plan.
- Prepare and monitor operating and capital budgets and deliverables for programs with an operating budget of \$7.1 million and 26 FTEs.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Business, Economics, Natural Resources, or Land Management, or related field.
- Five (5) years of professional level business experience managing leases and easements for corporate or government entities.
- Five (5) years of experience managing professional level staff.

### **THE PREFERRED CANDIDATE WILL HAVE:**

- Master's degree in Business, Economics, Natural Resources, or Land Management, or related field.
- Three (3) years of professional experience administering business leases

## EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

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This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process or those needing this announcement in an alternative format may contact DNR Recruiting staff (360) 902-1350 or (360) 902-1097. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

or contracts for wind power, solar power, or other "green" energy projects, or three (3) years developing alternative energy programs for government or corporate entities.

- Advanced knowledge of legal, business, and management principles including land use, real estate, and contract and easement laws.
- Demonstrated progression in leadership responsibilities in the areas of rights-of-way acquisition and granting, communication sites, commercial real estate and lease administration.
- Demonstrated effective verbal and written communication skills, and the ability to build effective partnerships and work groups.
- Experience developing, managing, and administering complex budgets.
- Experience leading multiple, complex programs that have differing legal missions and organizational values.
- Experience with planning and public policy formulation.
- Working knowledge of mining and mineral development, exploration, and leasing.
- Working knowledge of Trust Land management theory, principles, and related easement law.

## **SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS**

- Occasional travel is required.
- Must have a valid driver's license and have two years of driving experience.
- Must be at least 18 years of age at the time of hire.

## **WHO MAY APPLY**

This recruitment is open to anyone who meets the required qualifications for this position.

## **APPLICATION PROCESS**

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- Resume
- The names of at least three to five professional references.
- An online **voluntary** [Applicant Profile Questionnaire](#). (This form is not required and is submitted online. Please do not print out and send in with application materials).
- Finalists will be asked to provide an employment/commercial driving record issued from the state in which you are currently licensed.

**SPECIAL NOTE:** Persons who previously applied for this position under recruitment # 2011-04-5366 will be considered as candidates for the current recruitment and do not need to re-apply.

Submit all materials by the closing date to:

### **Electronic method preferred**

[dnrrecruiting@dnr.wa.gov](mailto:dnrrecruiting@dnr.wa.gov)

### **OR other method**

Melody Wolf  
Department of Natural  
Resources  
PO BOX 47033  
Olympia, WA 98504-7033

**NOTE:** Please indicate Recruitment #2012-02-5366 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Steve Saunders at 360-902-1488 or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov).

