**JOB TITLE**  Lands and Natural Resource Specialist  
**LOCATION**  Fairbanks, AK  
**TYPE OF POSITION**  Full-Time, Regular  
**SCHEDULE**  M-F 8 am-5pm  
**HOURS**  40 hours per week  
**REPORTS TO**  VP of Lands  
**FLSA STATUS**  Exempt  

**JOB SUMMARY:** Under the supervision of the VP of Lands & Natural Resources, the employee will be the lead reviewer of all Alaska Native Claims Settlement Act (ANCSA) conveyance documents for accuracy; responsible for related lands records. Assist in ANCSA land conveyance prioritization efforts. Primary reviews of shareholder land use permit applications and provide recommendations. Assemble legal descriptions for natural resource exploration agreements. Responsible for Doyon lands website maintenance and improvements. Support trespass abatement program. Support geographic Information System (GIS) map products. Support contact for mineral exploration company requests, inquiries, agreements; and monitor activities for industry standard compliance. Provide analyses of federal and state management plans on nearby Doyon ANCSA lands.

**ESSENTIAL FUNCTIONS:**
- Review and determine acceptability of all conveyance and conveyance-related documents, identify mistakes/errors and contact BLM for corrections, including recommendation of ANCSA appeals to the Interior Board of Land Appeals
- Assure recordation and storage of ANCSA title documents
- Support trespass abatement program
- Provide support for natural resource exploration projects, including written property descriptions and map products
- Review relevant federal, State, and local environmental documents, land use plans, State land disposals, and other land management documents; provide comments and recommendations
- Review applications for land uses such as surface leases, permits and non-objections to shareholders and third parties; provide recommendations and draft related documentation and map products
- Assist shareholders, government agencies and the public with land related inquiries as well as general information about Doyon
- Keep an accurate record of all ANCSA selected and conveyed lands in computerized data base
- Interact with land managers of village corporations, State and Federal agencies on variety of topics of mutual interest
- As needed, provide title research support for state and federal records; prepare written findings
- Provide primary technical support during ANCSA land appeal process or other litigation
- Track and provide input on legislation affecting ANCSA corporations and shareholders
- Attend public meetings or hearings on issues related to lands, natural resources, community development projects
- Review all requests for Native allotment title affirmation or title recovery; make recommendations; prepare documentation and transmit executed documents
- Some travel may be required for attendance at meetings in urban and rural locations, and continuing education
- Perform GIS analysis and review spatial data for GIS related map products
• Act as initial screening contact for mineral exploration and mining company property inquiries
• Develop and support minerals and natural resource promotional materials and update webpage
• Review data and reports for compliance to Doyon format and content

**DOYON LIMITED CORE COMPETENCIES:**
• **Commitment to Excellence** – Identifies what needs to be done and takes action to achieve a standard of excellence beyond job expectations.
• **Corporate Values** - Understand, embraces, and integrates Doyon corporate values into everyday duties and responsibilities.
• **Customer Service** – Identifies and responds to current and future client needs by providing excellent service to internal and external clients.
• **Safety and Security** – Promotes a safe work environment for co-workers and customers.
• **Teamwork** – Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside or outside the organization.

**JOB SPECIFIC COMPETENCIES:**
• **Analytical Skills**– Visualizes, articulates and solves a variety of problems and concepts and makes appropriate decisions based on available information.
• **Attention to Detail**– Ensures one's own and others’ work and information are complete and accurate.
• **Communication Skills**– Listens, writes, and speaks effectively, and positively relates and interacts with co-workers and others.
• **Creative Thinking**– Creates something new or original; explores ideas, generates possibilities, looks for many right answers rather than just one; generates new ideas by combining, changing, or reapplying existing ideas.
• **Decision Making**– Makes choices or reaches conclusions by establishing objectives, gathering relevant information, identifying alternatives, setting criteria for the decision, and selecting the best option.
• **Dependability**– Consistently adheres to operational standards, ensures smooth operations and positive customer experiences, builds a productive workplace, is reliable, and improves team morale.
• **Negotiating**– Identifies and balances the needs and requirements of various parties and obtains consensus on finding a solution.
• **Problem Solving**– Anticipates and identifies problems, distinguishes between symptoms and causes, and determines alternative solutions involving varied levels of complexity, ambiguity and risk.
• **Process Improvement** – Manages, leads and enables the process of change and transition while helping others to deal with the process.
• **Project Management**– Plans, organizes, and manages resources to bring about the successful completion of specific projects.
• **Reporting**– Generates reports that are accurate, objective and complete in a timely manner.
• **Research Skills**– Searches, finds, and evaluates information sources.

**SUPERVISION:**
• This position has no supervisory responsibilities.

**REQUIRED QUALIFICATIONS:**
• Bachelor’s degree from an accredited institution in a natural resource field, planning, cartography, public administration or related field or combination of education and experience.
• Two years’ experience working with state and federal land records, legal descriptions, administrative withdrawals and Executive Orders
• Experience with Microsoft Office, ESRI, Adobe.
• At least two years of Geographic Information System (GIS) map making and records keeping

**WORKING ENVIRONMENT:** The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.
PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is Doyon’s business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

PREFERENCE STATEMENT: Doyon grants preference to qualified Doyon Shareholders first, and second to qualified shareholders of other Alaska Native corporations that grant a similar preference in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Employee meets essential functions and accepts job responsibilities as outlined in this job description:

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Revised 11/20/2017