

<b>STATE OF MINNESOTA POSITION DESCRIPTION A</b>	<b>EMPLOYEE'S NAME:</b>
<b>AGENCY/DEPARTMENT:</b> Administration	<b>UNIT</b>
<b>CLASSIFICATION TITLE:</b> School Trust Lands Director	<b>WORKING TITLE</b> School Trust Lands Director
<b>POSITION CONTROL NUMBER:</b>	<b>APPRAISAL PERIOD:</b> FROM: TO:
<b>PREPARED BY:</b>	<b>PREVIOUS INCUMBENT:</b>
Employee's Signature: _____ Date: _____	Supervisor's Signature: _____ Date: _____

**POSITION PURPOSE:**

This position serves as the State's School Trust Land Director established pursuant to Minnesota Statutes, section 127A.353. The incumbent will establish the strategic direction for school trust land management through the creation of a 10-year business plan and 25-year management framework. The incumbent will coordinate implementation of the business plan and management framework in cooperation with the Department of Natural Resources (DNR). The incumbent provides advice and recommendations to the Executive Council, Governor, Legislature, and Department of Natural Resources on the management of the school trust land assets for long-term revenue generation.

This position is appointed by the Governor and the first term ends on December 31, 2016.

**REPORTABILITY:**

**Reports To:**

Governor (formally). In practice, the appointed employee reports to the Governor's designee, as needed, to set work priorities, obtain managerial sign-off on work products, and for administrative matters.

**Supervises:**

Directly - oversees work of staff authorized by legislature.

Indirectly - works cooperatively with DNR in matters related to school trust land management.

**DIMENSIONS:**

**Budget:**

The employee is responsible for cooperating with the Commissioner of Administration in expending funds the legislature appropriated to the commissioner for the purposes of the School Trust Lands Director as outlined in M.S. 127A.353.

**Customers:**

Permanent School Trust Fund beneficiaries, School Trust trustees – Governor, Legislature (including the Legislative Permanent School Fund Commission), Executive Council, Land Exchange Board, Department of Natural Resources and Department of Education.

**POSITION DESCRIPTION B**

**EMPLOYEE'S NAME:**

**PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS**

**RESPONSIBILITY: # 1**

**Priority: A**

**% of Time: 40**

**Discretion: A**

Evaluate the school trust land asset position, and determine estimated market value of school trust lands. Develop, with the Department of Natural Resources, a 10-year strategic plan and 25-year framework for management of school trust lands. Update the 10-year strategic business plan every five years and implement with the cooperation of the Department of Natural Resources.

**TASKS:**

- a. Review and analyze current school trust land asset position.
- b. Direct and oversee the evaluation of the school trust land asset position as it relates to the implementation of the 10-year business plan and 25-year management framework.
- c. Review DNR school trust management plans, policies and project proposals, and provide recommendations to DNR to improve efficiencies related to school trust management.
- d. Coordinate and oversee an analysis to determine the estimated market value of the school trust land assets; the analysis can be accomplished using third-party real property appraisers.
- e. Collaborate with the DNR to prepare a 10-year business plan and 25-year management framework that employs strategies to optimize long-term revenue potential from school trust lands. The business plans are to state goals that:
  - i) retain core real estate assets;
  - ii) increase the value of the real estate assets and the cash flow from those assets;
  - iii) rebalance the portfolio in assets with high performance potential and strategic disposal of selected assets;
  - iv) establish priorities for management actions; and
  - v) balance revenue enhancement and resource stewardship.
- f. Coordinate the 10-year business plan and 25-year framework that will be implemented through DNR.

**PERFORMANCE INDICATORS:**

- a. Annual evaluation of the school trust land asset position.
- b. Completion of analysis to determine estimated market value of school trust lands.
- c. Creation of a 10-year business plan with a scheduled five-year update.
- d. Implementation of 10-year business plan by DNR.
- e. Timely completion of the five-year update to the current business plan.
- f. Creation of a 25-year management framework.
- g. Timely and frequent communication regarding school trust land management plans.
- h. Timely preparation of fiscal and legislative reports.

**POSITION DESCRIPTION A**

**EMPLOYEE'S NAME:**

**PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS**

**RESPONSIBILITY: # 2**

**Priority: A**

**% of Time: 30**

**Discretion: A**

Advise the Governor, Executive Council, DNR Commissioner, and the Legislative Permanent School Fund Commission on the management of school trust lands. Communicate with beneficiaries, Governor, Legislature and public about the work of the Director.

**TASKS:**

- a. Provide advice and recommendations to executive and legislative branches on Department of Natural Resources management activities, including:
  - i) leasing of school trust lands;
  - ii) royalty agreements on school trust lands;
  - iii) land sales and exchanges;
  - iv) cost certification; and
  - v) revenue generating options.
- b. Review DNR school trust management plans, policies and project proposals, and provide recommendations to DNR School Trust Land Administrator to improve efficiencies related to school trust management.
- c. Provide advice and recommendations to DNR regarding policy changes necessary to implement the 10-year business plan and 25-year management framework.
- d. Coordinate with DNR regarding communications related to school trust land management for both internal and external audiences.
- e. Prepare annual and quarterly reports for trust beneficiaries, legislature and executive branch related to school trust revenue generation, management activities, and work of the Director.

**PERFORMANCE INDICATORS:**

- a. Timely advice provided to Governor, Executive Council, DNR Commissioner and Legislative Permanent School Fund Commission.
- b. Annual and quarterly reports drafted and submitted to trust beneficiaries, legislature and Governor.
- c. Timely communications to trust beneficiaries, Legislature and executive branch agencies related to school trust management activities.

**POSITION DESCRIPTION A**

**EMPLOYEE'S NAME:**

**PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS**

**RESPONSIBILITY: # 3**

**Priority: A**

**% of Time: 15**

**Discretion: A**

As needed, coordinate legislative policy functions and legislative proposals with the Governor and others.

**TASKS:**

- a. Prepare required legislative (M.S. 127A.353) reports on school trust land management and actions taken to meet the strategic direction specified in law.
- b. Develop and recommend legislation needed to improve management of school trust lands for consideration by the Governor.
- c. Direct and coordinate preparation of information and testimony before the Legislative Permanent School Fund Commission.

**PERFORMANCE INDICATORS:**

- a. Ensure timely preparation and submission of legislative reports.
- b. Collaboration of legislative proposals to improve school trust management with Legislative Permanent School Fund Commission.
- c. Provide timely analysis and recommendations to Legislative Permanent School Fund Commission –for any legislative proposals impacting school trust lands.

**POSITION DESCRIPTION A**

**EMPLOYEE'S NAME:**

**PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS**

**RESPONSIBILITY: # 4**

**Priority: A**

**% of Time: 10**

**Discretion: A**

Oversee management of the Office of the School Trust Lands Director.

**TASKS:**

- a. Submit annual budget and management plans to Legislative Permanent School Fund Commission.
- b. In cooperation with the department of Administration, direct and control monies appropriated to the Administration.
- c. Establish job descriptions and employ up to five employees in the unclassified service, within the limitations of money appropriated to the director.
- d. Assess the qualifications of candidates for employment and recommend hiring to perform job duties and achieve school trust management objectives.
- e. Assign job duties, train and direct employees in the execution of job responsibilities.
- f. Determine work priorities for trust staff and periodically review with employees the status of assigned tasks.
- g. Enter into departmental agreements with any other state agency.
- h. Perform all supervisory tasks in accordance with equal opportunity/affirmative action, non-harassment, and employee safety policies and procedures.

**PERFORMANCE INDICATORS:**

- a. Timely preparation and submission of an annual budget and management plan.
- b. Conduct quarterly review meetings with the School Trust Director team, DNR school trust management and as needed a representative of Administration.
- c. Proceed timely with the hiring of employees for new and vacant positions, if funding is provided.
- d. Complete performance reviews within specified time guidelines.

**POSITION DESCRIPTION C**

**EMPLOYEE'S NAME:**

**PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS**

**RESPONSIBILITY: # 5**

**Priority: C**

**% of Time: 5**

**Discretion: C**

Improve technical and administrative skills.

**TASKS:**

- a. Attend and participate in in-service training program, workshops and seminars.
- b. Attend formal educational programs offered by colleges, vocational schools and professional organizations.
- c. Attend and participate in continuing education programs necessary for maintaining an appraisal license.

**PERFORMANCE INDICATORS:**

Attend appropriate seminars to maintain and improve skills.

**POSITION DESCRIPTION C****EMPLOYEE'S NAME:**

**Nature and Scope (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)**

**RELATIONSHIPS:**

The employee is formally responsible to the Governor. In practice, the appointed employee reports to the Governor's designee, as needed to set work priorities, obtain managerial sign-off on work products and for administrative matters. Direction is provided through correspondence, meetings and informal discussion. A collaborative working relationship must be maintained with DNR Commissioner's office, School Trust Land Administrator, Division Directors, program managers and field representatives of all DNR divisions as proposals involving school trust lands require the review and comment of DNR field staff. A good working relationship is also needed with the Permanent School Fund Commission and other legislators and staff, Department of Education, State Board of Investment, Attorney General's office, federal agencies, county boards, county land commissioners, local units of government, landowners and appraisers.

The employee works independently and directly with clientele, reporting to the Governor or their designee on the status of resolution of projects. The employee is required to initiate written and oral communications on school trust land management.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The position requires outstanding professional qualifications and knowledge of finance, business practices, minerals, forest and real estate management, and the fiduciary responsibilities of a trustee to the beneficiaries of a trust.

A complete understanding of Minnesota Statutes affecting school trust lands is required as well as a thorough general knowledge of Minnesota real property law. A detailed knowledge of real estate management, gained through course work or work experience is essential.

This position demands demonstrated organizational, leadership, and public relations skills to relate to and deal with the legislature, local government officials, and professionals in other state and federal agencies. The employee must have an ability to work cooperatively with staff across state government. Often the employee will need to rely on the services and actions of individuals not directly under their control and a strong trusting rapport is necessary.

The ability to effectively communicate in a written and oral format to a wide range of people is a necessity. This includes the ability to write clear and effective letters to a highly varied clientele including real estate professionals, attorneys, legislators, and others in connection with the school trust program. The employee must be able to speak effectively and with a thorough knowledge of the school trust program to landowner(s), legislators, attorneys, personnel from other units of government, and others. He/she must also be able to speak at public meetings about school trust management plans as well as at meetings with legislators and state program managers, directors and commissioners.

<b>POSITION DESCRIPTION C</b>	<b>EMPLOYEE'S NAME:</b>
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**Nature and Scope (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)**

**KNOWLEDGE, SKILLS AND ABILITIES (cont.):**

The employee must know and apply all the laws and regulations that govern the real estate business and state real estate procedures. This requires skill in researching statutes, reading and understanding federal regulations and laws, and applying internal DNR policy decisions pertaining to school trust land management. Many controversial situations arise during DNR real estate transactions that threaten the project's success if the laws and regulations are not closely followed. The employee is responsible to ensure that all transactions meet those laws and regulations and must be prepared to explain the process during legislative inquiries, private lawsuit investigations and other internal reviews.

**PROBLEM SOLVING:**

This position requires excellent problem-solving abilities. The majority of problem solving situations arise during the implementation of DNR management approaches on school trust lands. The incumbent must practice due diligence while gathering all the required information to address the situation, and resolve the issue in the best interests of the school trust.

The incumbent has great latitude in considering and deciding on processes and procedures to be followed to achieve best results and attain high work quality. The incumbent is required to recognize problems, analyze causes, and implement practical and legal solutions.

**POSITION DESCRIPTION C**

**EMPLOYEE'S NAME:**

**Nature and Scope (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)**

**FREEDOM TO ACT:**

The position possesses the freedom to act in areas of school trust land management within the framework Minnesota statutes.

The employee has the freedom to use his/her own knowledge and analytical abilities to assess issues related to school trust land management, reach conclusions and take appropriate actions without extensive supervision although the supervisor is periodically briefed on progress.

Problem resolution may or may not involve direction from this supervisor or upper management and is dealt with on a case-by-case basis. The employee has the freedom to discuss problems and seek resolution to them with DNR management, legislators and legislative staff, Attorney General's staff, federal agencies, county boards, county land commissioners, other agencies and private individuals.

The employee will work with DNR management when changes to policies or procedures affected by law or other regulations are needed.

**Access to Not Public Data**

The incumbent may encounter not public data in the course of these duties. Any access to not public data will be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent will take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Chapter 13.

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.