



Land Administration Manager

JOB DESCRIPTION

JOB INFORMATION

Position Title:	Land Administration Manager
Reports to:	Director, Land
Department:	Land

JOB SUMMARY

Land Administration Manager is responsible for leading and managing the Land Administration functions including Division Orders, Lease Records and AFEs. The position manages the organization and maintenance of records, contracts, and data sheets for both producing and non-producing acreage. This role also supervises the rental calendars and related payments and all obligation calendars.

RESPONSIBILITIES

- Oversee and supervise the Land Administration personnel including Division Order and Lease Records Analysts including, but not limited to mentoring, employee development, setting departmental goals, handling personnel issues, and conducting performance reviews
- Establish, monitor, and maintain the necessary processes and procedures to properly and timely maintain the organization’s leases, contracts, and division orders
- Oversee the setup and maintenance of new wells and division orders in BOLO including approval of revenue decks, JIB decks, and notices of payout
- Oversee the setup and maintenance of leases and contracts in BOLO
- Manage data integrity and accuracy of lease, contract, division order, and records information
- Coordinate with internal and external auditors for compliance with SOX controls
- Identify and implement innovate solutions for continuous improvement in people, processes, and technology

COMPETENCIES

Ownership of Results	Consistently sets and exceeds challenging performance goals to deliver excellent results. Focuses on what is important and creates a sense or urgency, successfully managing multiple priorities.
Achievement Orientation	Explores ways to improve service and works in an efficient and cost-effective manner.

COMPETENCIES

Effective Communication	Expresses one’s needs, wants, opinions and preferences with respect for others. Listens with objectivity and clarifies messages; giving and receiving feedback effectively.
Problem Solving/Analytical Thinking	Identifies and defines problems, displays curiosity and creates solutions. Looks beyond the obvious and doesn’t stop at the first answer. Sees the “big picture” and understands how the various parts of an organization fit together.
Alignment Building/Conflict Resolution	Engages others and gains their understanding and commitment to a common purpose. Mediates conflict and find solutions satisfactory to all parties.

Strategic Thinking/Planning	Anticipates future consequences and trends accurately; has broad knowledge and perspective. Sets clear objectives and goals.
Team Development	Provides challenging tasks and assignments; constructs compelling development plans and frequently reviews plan with employees to ensure execution.

HIRING REQUIREMENTS

- Bachelor's Degree (preferred)
- Experience 20+ years, all facets of U.S. land work
- Proven leadership experience, previous Land Administration supervisory experience required
- Professional experience working in Division Orders and Lease Analyst capacity
- Strong understanding of Land and Accounting databases
- Background in Federal lands with a thorough understanding of assignments of Record Title and Operating Rights
- Strong written and verbal communication skills with the ability to work in a team-based environment.
- Ability to work with and communicate with personnel across various disciplines and levels of the organization.
- Ability to effectively multitask and meet deadlines and willingness to work overtime, as needed to meet those deadlines
- Proficiency in Microsoft Office products: Excel, Word, PowerPoint and Outlook
- Familiarity with BOLO software a plus but not required