



## JOB DESCRIPTION

**Position:** Kodiak Corporate Affairs & Lands Manager  
**Reports To:** President & CEO  
**Department:** Kodiak Corporate Affairs/Operations/Land & Forestry  
**FLSA Status:** Exempt

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### Supervises

- Kodiak operations employees of the Corporation
  - Kodiak operations contractors
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### General Function

Oversees, directs and manages on a day-to-day basis employees and principal business operations in Kodiak for Leisnoi. Functions as the manager of the Lands Department and its programs. Operations and management include:

- Land development and maintenance
- Forest improvement and logging
- Kodiak operating units
- Kodiak lands patrol program
- Project management

In addition, the Lands & Natural Resources Manager supports the President & CEO to develop and enforce corporate policies, long-range strategies, and annual operating and profit plans and budgets in Kodiak. Provides strong leadership and positive motivation to those reporting to this position. Serves as primary representative of the Company to shareholders, employees, public, government officials, and other corporate executives within the Kodiak community through engaging in community outreach and affairs.

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### Major Activities (Typical Duties/Responsibilities)

1. Development and implementation of policies and procedures for each program within Kodiak operations.

2. Provides supervision, leadership and cohesiveness to the Kodiak employees in Lands & Natural Resources Department, Patrol Program, other daily operations and activities on corporate lands.
  3. Ensure comprehensive record of Leisnoi's ANCSA and ANILCA entitlements including: surface estate ownership, chart and trace entitlement conveyances, natural resource inventory, zoning and other restrictions, development plans and other relevant information.
  4. Develop and maintain Comprehensive Land Management Plan or similar document for highest and best use of Leisnoi lands.
  5. Observe and report liability risks, development opportunities, environmental issues and political developments that affect corporate land and natural resources.
  6. Develop technical reports and briefings, project deliverables, maps, status reports, and other analysis to make a recommendation or decision.
  7. Prepares Kodiak business operations reports to the CEO on a regular basis, reports results and trends and plans affecting the Company.
  8. Assist in planning and implementing timber contracts, management and reforestation.
  9. Responsible for the hiring, management and training of employees for the Operations, Lands & Forestry Departments.
  10. Oversees the safety program including training, policies, monitoring and identifying issues and solutions.
  11. Will identify land issues such as trespassing, unauthorized use, encumbrances and other land issues and assist in developing programs to prevent abuses to the land.
  12. Assists the CEO to develop and monitor budgets, revenue forecasts, financial reports, and cost control programs for Kodiak operations.
  13. Works with the Woody Island Tribal Council to establish programs to enhance Leisnoi's land and forests, and to advance Leisnoi's cultural, archaeological and anthropological presence in Kodiak and beyond.
  14. Will be responsible for overseeing the daily operations of the various projects Leisnoi implements such as replanting, trail construction, campgrounds, security and other Kodiak operations.
  15. Responsible for overseeing Kodiak operations facilities, yards, equipment, and office space.
  16. Work with CEO to develop future Kodiak operations such as developing profitable forest and land operations.
  17. Performs other duties as required and assigned by the CEO.
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### **Skills/Abilities**

- Ability to plan, conceptualize, organize, motivate and direct others in the achievement of the Company's goals and objectives.
- Understanding of the business objectives of the Company along with ability to recognize and develop new business opportunities.
- Administrative and planning skills in a team management approach.

- Communications skills, both oral and written; ability to understand complex issues and communicate their essence; public speaking ability.
  - Knowledge of land, timber, contracting, and other business opportunities.
  - Familiarity with lands records and processes.
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**Qualifications/Minimum Experience**

- Bachelor's or Master's degree from accredited college, preferably in business, engineering, forestry, or other related field or the equivalent in actual experience in a management role in a significant business entity.
  - 3-5 years' experience in natural resource research and/or management.
  - Knowledge of ANCSA and ANILCA.
  - Knowledge of Kodiak Island Borough codes and ordinances.
  - Experience with Microsoft Office Suites, Graphics Software and Arc GIS.
  - Demonstrated level of success in providing leadership and entrepreneurial situations.
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**APPROVAL**

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_