

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

LANDS PROGRAM COORDINATOR (17110)

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Evaluates, coordinates and monitors the property management activities for the Eastern and Western regions of the State. Manages public access areas. Supervises Lands Agents and Habitat Technicians. OR develops, coordinates and monitors property acquisition, appraisal, and property management activities at the headquarters level.

Typical Work:

Property Management

Coordinates, and makes final reviews and revisions of permits and agreements which allow temporary use of department lands State-wide, such as, housing and office rentals, short-term permits, land use agreements; prepares and revises standard documents which are utilized by regional personnel State-wide;

Coordinates, and makes final reviews and revisions of legal documents which convey permanent rights on wildlife habitat lands, such as, rights of way for roads, utilities, quit claim deeds, easements, and land exchanges; prepares presentations to the Game Commission with recommendations to ensure the proposed use will have no detrimental effects upon wildlife, habitat, or environmental quality;

Prepares recommendations and agreements for the department's grazing and sharecrop program;

Receives, evaluates, inspects, and makes recommendations on various proposed uses of department lands in coordination with regional personnel; meets with attorneys and surveyors in coordination with regional personnel to resolve boundary and fencing disputes;

Supervises the Lands Recorder position;

Coordinates and finalizes all sales involving surplus buildings, and commodity sales such as gravel, timber, and agricultural products from department land;

Negotiates and provides recommendations for the department's State-wide leasing program;

Determines rental rates for department-owned residences State-wide; serves as representative on the State Housing Committee;

Administers the department's water rights program;

Prepares reports concerning the department's lands programs; prepares annual and biennial budget requests;

Property Acquisition and Recreation

Plans, coordinates, and monitors property acquisition activities of the Lower Snake River Fish and Wildlife Mitigation Program;

Conducts department real estate program of acquisition, exchange, disposal of lands and buildings, including farms, game farms, hatcheries, warehouses, offices, residences, rights of way, easements for

LANDS PROGRAM COORDINATOR

17110

hunting, fishing, roads, bridges, pipelines, timber stands, natural areas, mitigation areas and habitat; negotiates with landowners, corporate managers and realtors for the foregoing;

Conducts site selection searches, writes proposals for Game Commission approval; selects real estate appraisals, contract title reports, surveys, recording, legal advertising, notices; supervises preparation of all forms of real estate instruments, including complex sale and purchase options, Governor's Quit Claim Deeds; conducts public auctions, bid preparation and openings for sale of lands and buildings;

Serves as liaison to Interagency Committee for Outdoor Recreation (IAC); represents department on IAC Technical Advisory Committee to evaluate and recommend all State, county, city, and special district applications for funding of acquisition and development of recreational projects; coordinates all project proposals with Regional Administrators to present department position to IAC; participates in hearings State-wide;

Prepares and presents department IAC capital budget proposals for acquisition and development;

Performs other duties as required.

Minimum Qualifications

A Bachelor's degree in business administration, real estate, natural resource management or closely allied field and four years of experience in real property appraising, property negotiations, public property management or selling, leasing or buying real estate.

Additional qualifying experience may be substituted, year for year, for education.

New class: Effective 8-10-84

Revised title (formerly Lands Program Coordinator-Game), definition, and minimum qualifications: 5-9-03