



JOB ANNOUNCEMENT

Requisition # 10-06-08

Posting Effective: 06-23-2010

Application Review Date: 07-12-2010

Job Title: Land Protection Officer Supervisor

Location: Glennallen, AK

Reports to: Vice President, Land & Resources

FLSA Status: Exempt

To Apply: submit application or resume to ahtnajobs@ahtna.net or fax application to 907-868-8268. Applications can be downloaded at www.ahtnajobs.com

Summary:

This person will supervise the Land Protection Officers who patrol Ahtna's regional and village lands in Cantwell, Chitina, Chistochina, Mentasta, and Glennallen areas. These patrols include looking for any individuals that are accessing Ahtna land without a prior issued "Land Access Permit," reporting individuals accessing Ahtna land without a permit and reporting illegal hunting/trapping/fishing. The LPO Supervisor is required to ensure that the Land Protection team maintains all firearms certification training and complies with all company policies and procedures.

Essential Duties & Responsibilities:

- Supervise and direct the work of the Land Protection Officers
- Manage any performance related issues that may arise within the Land Protection team
- Assist with the development of the Land Protection budget
- Manage the Land Protection budget
- Ensure that all Land Protection equipment receives proper maintenance and is in good working order prior to the start of each season
- Serves as a resource to the Ahtna shareholders and general public to provide education about the location of Ahtna lands and our management policies and procedures
- Leads and legally documents trespass investigations, to include involvement of local law enforcement as appropriate
- Administers various permit programs for the use of Ahtna land
- Monitors gravel sites, right-of-ways, leases and other land uses authorized by each Village Shareholder Committee and Ahtna
- Ensures the posting of appropriate land ownership signs

Ahtna Incorporated
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- Aggressively defends the Corporation's land and resources from the loss of title or diminution of value that may be caused by trespassing or other unauthorized activity
- May participate in regional and village patrols by several modes of transportation including, but not limited to, a car, truck, ATV, boat, airplane, and walking
- Maintains an awareness of areas that the Land Protection team patrols and manages the resolution of any issues or concerns the team brings forward
- Is certified to carry and use a fire arm or successfully completes training for fire arms
- Participates in village meetings as needed
- Keeps current on all recommended and required training
- Other duties as assigned

Minimum Qualifications: These are the minimum qualifications to be considered for this position.

- High School Diploma or GED equivalent
- Associates Degree preferred
- Valid Driver's License
- Minimum Age: 21
- Certification in Firearms training (handgun and rifle) or ability to obtain within 2 months of hire
- Three years of progressively responsible work experience. Experience in the security, law enforcement or firefighting industries preferred
- Knowledge of ANCSA and ANILCA preferred
- Ability to pass a comprehensive background check
- Ability to pass a pre-employment drug test

Core Competencies: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Business Acumen** – Understands business implications of decisions, displays orientation to profitability, demonstrates knowledge of market and competition, and aligns work with strategic goals
- **Change Management** – Develops workable implementation plans, communicates changes effectively, builds commitment, overcomes resistance, prepares and supports those affected by change, monitors transition and evaluates results
- **Delegation** – The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities
- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values

- **Initiative** - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure
- **Law and Government** -- Knowledge of federal, state and local laws, legal codes, ordinances, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process as related to the essential functions of this job
- **Management and Leadership Skills** – The individual includes staff in planning, decision-making, facilitating and process improvement, makes self available to staff, provides regular performance feedback, inspires respect and trust, mobilizes others to fulfill the vision, exhibits confidence in self and others, accepts and integrates feedback from others, and provides strategic feedback as needed to the Core Management Team
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, participates in meetings. Writes clearly and informatively, varies writing style to meet needs, presents numerical data effectively and is able to read and interpret written information.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- **Remote Field Work** – Understands wilderness survival skills, possesses a general knowledge of cold weather operations for equipment and personnel, demonstrated familiarity with outdoor equipment operation (to include ATVs, boats, snow machines and chainsaws), demonstrated familiarity with the usage of radio and satellite communication methods, possesses a general understanding of river conditions and riverboat operations, and demonstrated familiarity with firearms.
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions or behaviors and uses equipment and materials properly
- **Software & Reporting** - The individual is experienced with MS Word and Excel and has a working knowledge of the other software tools within the Microsoft Office Suite.
- **Teamwork** - Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas; tries new things; Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- **Travel/Availability** – Travels as required to complete job functions, amount and duration will depend on job site locations; available at any hour of the day to address job site emergencies