At the State of North Dakota, our mission is to empower people, improve lives and inspire success. The State of North Dakota has over 70 state agencies which, along with the North Dakota University System, employ approximately 15,000 team members. We are committed to providing exceptional service to the citizens of North Dakota. We make a difference by working to keep citizens safe, supporting the vulnerable, educating our future leaders, serving as responsible stewards of our resources, assisting with public policy, improving the quality and length of life, and much more!

COMMISSIONER, NORTH DAKOTA DEPARTMENT OF TRUST LANDS

Summary of Work
The North Dakota Department of Trust Lands ("Department") is responsible for management and oversight of educational trust funds, mineral acres and other assets for the benefit of public schools and institutions in North Dakota. The Department of Trust Lands is governed by the Board of University and School Lands ("Board"), established under Article IX of the North Dakota Constitution.

The Department of Trust Lands consists of 30 full-time team members. The Department’s biennial operating budget is $8 million. The Department administers approximately $7 billion of financial asset investments, over 706,600 surface acres, and over 2.5 million mineral acres. The Department also administers the ND Unclaimed Property statutes and operates the Energy Infrastructure and Impact Office.

As appointed and directed by the Board, the Commissioner leads the Department in the management and stewardship of educational trusts, along with providing overall direction and oversight of all divisions (Energy Infrastructure and Impact, Finance, Revenue Compliance, and Surface and Minerals Management), within the Department for the benefit of public schools and other institutions in North Dakota.

Responsibilities Include

- Set the overall strategic vision and direction for the Department in accordance with Board approval; including leading efforts to operationalize the strategic plan in alignment with budget, prioritization of initiatives, and resource allocation.
- Lead a high-performing team that delivers an innovative, citizen/customer focused experience in alignment with the Department’s mission and values. Empower team members by sustaining an engaging work environment and harnessing growth opportunities to create a high-impact and accountable organization.
- Direct the development of the biennial budget in alignment with organizational strategy as authorized and appropriated. Oversee supervision of the investments, loans, lands and minerals under control of the Board.
- Ensure financial records of the Department are in accordance with generally accepted principals of fund accounting, showing the condition of the permanent funds and all other Department activities.
- Ensure that funds are invested pursuant to NDCC § 15-03-04 (prudent investor rule).
- Execute all instruments, agreements, and conveyances as authorized and directed by the Board under its authority found in the Enabling Act, state constitution, and NDCC Title 15.
• Ensure compliance under Department instruments, agreements and conveyances authorized and directed by the Board, with assistance from the Board’s legal counsel.
• Coordinate the legislative process in collaboration with the Board. Monitor key legislation; prepare and present legislative testimony, as necessary.
• Represent the Board before the legislature, special interest groups, other governmental agencies and the public; serving on committees and advisory boards as required and needed to ensure consistency and alignment within the Department’s mission.
• Ensure enforcement of the unclaimed property laws (NDCC 47-30.2).
• Serve on the State Investment Board; per NDCC § 21-10-01, the Commissioner of University and School Lands is named as one of eleven members of the State Investment Board, which is responsible for investment of funds of various state agencies, institutions, or political subdivisions.
• Maintain compliance with applicable federal and/or state laws, regulations, and/or Department rules, standards, and guidelines.
• Serve as a resource for other state agencies.

Qualifications
• Bachelor’s degree in business administration, finance, natural resources, public administration, or related field.
• Minimum of five years of related administrative and senior-management work experience.
• Strong executive management skills with executive-level composure and presence.
• Exceptional written and interpersonal communication skills.
• Strong business acumen and advanced ability to think strategically including planning, organizing, leading, and guiding the agency on all aspects of budget, administration, and operations to deliver real solutions and capitalize on the agency mission.
• Analytical prowess and the ability to make decisions having both immediate and long-term impact on the agency, citizens, and the state.
• Fundamental knowledge of the legislative process and government operations.

Preference will be given to applicants with:
• Master’s degree or Juris Doctorate from an accredited institution.
• Experience in accounting, management of fiscal and financial assets, audit practices and budget development.
• Experience in energy-related financial issues.
• Extensive experience and knowledge in land acquisition, titles and mineral leasing.
• Experience in land management and related issues.
• Experience in agriculture and related issues.
• Experience working with a Board, the state legislative process, state agencies, and outside entities.

Hiring salary range: $130,000 to $145,000 annually.

For more information on the ND Department of Trust Lands or the Board of University and School Lands objectives and activities, please visit: www.land.nd.gov/
**Application Procedures**
Applicants must complete the online application before January 14, 2022 11:59 PM, including a resume and cover letter providing details how your education, work experience, and skills qualify you for this position. For more information or if you need accommodation or assistance in the application or selection process contact Leanne Schmidt, HR Officer at 701-328-4738, email at lmschmidt@nd.gov, or TDD: 800-643-3916.

This is an unclassified position and is not subject to ND Veterans Preference.

**Equal Employment Opportunity**
The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.