



## OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

### *JOB DESCRIPTION*

<b>Job Title:</b> Wildlife Lands & Minerals Coordinator	<b>Grade:</b> 17
<b>Division:</b> WILDLIFE	<b>Job Code:</b> 8556
<b>Reports To:</b> Assistant Chief	<b>FLSA Status:</b> Exempt

### **SUMMARY OF ESSENTIAL JOB DUTIES**

Under the supervision of the Chief, will have statewide responsibility to direct all administrative activities pertaining to the exploration of oil and gas on Department owned properties. In general, responsible for planning, organizing, directing and monitoring the active development and management of surface damage, seismic, mineral leasing, and royalty interest of Department owned and managed land as it pertains to oil and gas activity. Assist in the research, organization, documentation and monitoring of all Department owned properties pertaining to fee title and mineral ownership. Develop, market, and monitor Department owned mineral interests. Maximize oil and gas related revenue for the Department while maintaining the integrity of the wildlife resource.

Must have the ability to communicate both orally and in writing. Establish and maintain effective working relationships with others. May be required to operate a vehicle, standard and automatic, 2/4 wheel drive, including pickups, trucks and ATVs. Operate vehic2/4-wheela trailer attached, including boat trailers. Must be able to walk and jog over rough terrain for extended periods and swim. Work extended hours, weekends, and outdoors in extreme weather. May be required to travel out of town with possible overnight stays. May be required to lift and carry medium to heavy weight materials.

### **JOB DUTIES**

Assist in developing short- and long-range goals and operational plans. Assist in developing new or altering existing policies.

Develop schedules and procedures by which work projects will be completed.

Research, update, organize and maintain accurate records of all Department fee title owned property and mineral interest.

Determine, maintain, and update files of all mineral acres currently leased and those that are open and available for lease.

Determine, maintain, and update files of all mineral acres that are currently in production, and check for depth clauses on all current leases.

Responsible for the advertisement and lease marketing of all available mineral interests.

Monitor royalty payments for accuracy pertaining to gross and net production, volumes, service or maintenance charges, taxes, etc.

Correspond, coordinate and supervise all contacts with oil, gas and seismic companies concerning activities on Department managed lands.

Prepare responses to letters of intent and forwards them to biologists in charge of the area, State Archeologist, State Historical Preservation Office (SHPO), and other necessary entities. Responsible for verification of Archeology and SHPO clearance.

Verify that surface damage calculations and stipulations by biologist in charge are accurate and within Title 800 authorization.

Identify abandoned well sites and coordinate cleanup activities with private entities, state and federal agencies.

Wildlife Lands Minerals Coordinator

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Periodically review Title 800 rules and make recommendations to Assistant Director for potential changes. Handle correspondence and perform administrative functions as directed by supervisor.

Coordinate work activities with other divisions and with other state, federal, and private agencies and organizations.

May be required to perform other periodic duties as assigned by supervisor.

#### **REQUIREMENTS:**

**EDUCATION:** Bachelor's degree in wildlife, Oil & Gas, Business Administration or other related degree from an accredited college or university.

**EXPERIENCE:** Seven (7) years related experience. At least two (2) years must include supervisory responsibility. With a master's degree, five (5) years' experience with at least two (2) years of supervisory responsibility. An additional eight (8) years directly related experience may substitute for the educational requirement

**KNOWLEDGE AND SKILLS:** Knowledge of principles and techniques of lands management as it relates to oil and gas exploration; public relations principles; skill in drafting correspondence; and negotiating to maximize revenue while maintaining the integrity of the wildlife resource. Must be able to establish and maintain professional working relationships within the Department and other agencies and institutions. Must have working experience with personal computers, including word processing and spreadsheets.