



UNIVERSITY
of ALASKA

Many Traditions One Alaska

Position Job Duties

Req# 531382_Property Manager

45% PROPERTY MANAGEMENT DUTIES

Monitor Land Management's real estate portfolio of investment and educational properties including permits, leases, easements, resource projects, material sale agreements, and other real property agreements.

Provide research and support for the permits, leases, easements, property sales, acquisition and development of the University's investment and educational properties.

Conduct land, regulatory, and related property and project research. Create maps, research legal access, prepare rezones, easement vacation applications, and other land use authorizations necessary to facilitate project completion. Investigate and recommend resolutions for property and/or trespass violations.

Draft public notice documents, department reports, presentations, and development projects with property information and maps.

Create documents and general communication.

Provide support for administrative functions and the department website.

Work with internal teams and perform additional duties to assist in project development and land acquisition as needed.

25% Gather information from published sources, state agencies, federal archives, field data, land records, title documents, contracts and agreements, planning documents, etc.

Analyze alternatives, prepare written analysis, and draw conclusions including preparing public notice documents and land acquisition documents.

Examine title documents, research title history, and analyze the quality of title to verify degree of ownership interest.

Research and analyze state and federal statutes and regulations, and university and department policies.

Provide litigation support for attorneys.



UNIVERSITY
of ALASKA

Many Traditions One Alaska

Position Job Duties

Develop, draft, review, adjudicate, and negotiate agreements, closing instructions, conveyance documents, HAZMAT reports, title reports, abstracts of title, title opinions, institutional controls, equitable servitudes, easements, split estates, disclaimers of interest, public notices, and acquisition of title

25% DEPARTMENT ADMINISTRATION

Represent the University on investment and educational property matters to the general public, other landowners, at city and borough planning commission public hearings, platting boards, and other public forums.

Organize and attend site visits, as needed.

Perform routine preventative maintenance and upgrades necessary to maintain field and office equipment and program functionality.

Manage and lead multiple consultants associated with active real property projects.

Review proposals, develop a budget, and determine deliverables.

Review and approve final work product deliverables and any payments on contract, as necessary.

5% OTHER DUTIES AS ASSIGNED