

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title: Supervising Land Agent
Position Number: 13178
Department: Land and Natural Resources
Division: Land
Branch: Support
Geographic Location: Downtown, Hawaii (Oahu)

II. INTRODUCTION

This position is located in the Land Division of the Department of Land and Natural Resources (DLNR). This position is actively involved in the planning, policy making and management of the land management programs and is directly responsible for the operations of the Support Branch.

The Land Division provides for the planning, development and management of public lands and other lands under executive order, and administers the land acquisition and disposition program. The Support Branch acquires and disposes of all real property and improvements for all State agencies except those authorized to process their own acquisition.

III. MAJOR DUTIES AND RESPONSIBILITIES

A) Land Acquisition and Disposition Activities 50%

- 1) Directs, assigns, and reviews the work of the personnel assigned to the Support Branch, establishes priorities of work assignments and is responsible for the progress of work and both quality and quantity of work produced; supervises the compilation of transaction data and statistics for the Branch; and reports on the work of the Branch. [1] [2]
- 2) Initiates, reviews and comments on studies of public lands to determine highest and best utilization; to determine the value of such lands and whether such lands should be made available for lease, sale in fee, or other type of disposition. [1] [2]
- 3) Coordinates activities of the Branch and District Offices with other agencies. For example, initiates requests to the State Surveyor to provide metes and bounds descriptions and appropriate maps for specific parcels of public lands. Initiates requests for Land Court maps of registered properties. Reviews and approves descriptions and maps furnished to ensure they conform to present conditions and comply with statutes. [1] [2]

- 4) Assist the State Lands Administrator and Assistant State Lands Administrator in advising all land agents statewide in the management and knowledge related to public lands, water (surface and ground waters), and the shoreline.
- 5) Coordinates with the District Branches in the systemic inspection of public lands, and advising of all land agents statewide to ensure: that the terms and conditions of existing dispositions are being met by purchasers, tenants and/or lessees and to enforce compliance with provisions of applicable land laws; that conditions which may need correction such as erosion problems, noxious growths, trespass, misuse, squatting, dumping, etc., receive attention and to determine the use potential to be used as a basis for recommendation for development and disposition of such lands. Reviews reports on field inspections and recommends action for follow-up and enforcement where the reports indicate non-compliance with any of the terms and conditions of the general leases, licenses, special sale agreements, homestead leases, revocable permits, etc., and make recommendations to the Land Board through the Land Administrator where major violations make it advisable for Board action. [1] [2]
- 6) Requests appraisal of public lands and improvements for sale, lease, purchase or exchange. Such requests involve technical instructions concerning the matters to be considered by the appraisers in determining values and provide the assumptions upon which the appraisals should be made. Requests State Surveyor to investigate and report data on water and land titles; requests on-the-ground survey to locate kuleanas, streams, roads, trails, ditches, improvements, etc., or to determine boundaries of government lands. Reviews and takes appropriate action on appraisal reports made by staff and independent appraisers. [1] [2]
- 7) Supervises and participates in the review and approval of building plans for improvements to be constructed on public lands sold for residence, business, industrial, or church sites to ensure that improvements comply with terms and conditions of agreement of sale. [1] [2]
- 8) Meets with representatives of commercial firms, county officials, private individuals, and others interested in leasing, purchasing or exchanging of public lands. [1] [2]
- 9) Assists in negotiations or personally negotiates complex and difficult transactions (exchanges to acquire lands required for public purposes such as parks, schools, roads, libraries and other public uses; development of industrial parks, etc.). Ascertains legality of proposed transactions and confers with representatives of agencies requesting such lands to determine the actual requirements. Provides full report of proposed transaction to Board via Division Administrator/Assistant Administrator and Chairperson, with findings, conclusions and recommendations. [1] [2]
- 10) Supervises the preparation and review of a variety of submittals (general leases, sale of property, dispositions, revocable permits, executive orders, etc.) to the

Board. Ensures all necessary research has been performed, and recommendations are sound. [1] [2]

- 11) Supervises the processing and consummation of transactions approved by the Board. Reviews leases, licenses, special sale agreements, homestead leases, exchange deeds, revocable permits, consents, executive orders, land patent grants, and other legal documents drafted by Department of the Attorney General, and others, to ascertain that these comply with proposed transactions as authorized by the Board. At the request of the district, may research file records and legal documents and conduct investigations to ensure compliance with the terms and conditions of the transaction. [1] [2]
- 12) Compiles and furnishes data relating to the Division's operations. Participates in the preparation of public information releases, packets, and reports relating to the Land Division, including brochures and letters informing prospective bidders of land development projects such as resort area development, or commercial/industrial developments and subdivisions. Provides Office of Conservation Coastal Lands with information pertinent to studies of land development and economic research. [1] [2]
- 13) Attends Board meetings to present, discuss, explain and substantiate submittals originating from the Branch. Provides detailed and background information to clarify submittals; explains and justifies basis for recommendations made as to terms, conditions, rentals, and upset prices; answers questions and elaborates upon findings so that the Board may make a decision. [1] [2]
- 14) Reviews and processes incoming correspondence and telephone inquiries concerning land acquisition and disposition policies, practices, procedures, and functions. Provides pertinent information on the technical and legal aspects of land management. [1] [2]
- 15) Appears before the various committees of the State Legislature, when necessary, to testify on Land Division matters including recommendations on proposed revisions to the State's land laws. [1] [2]
- 16) Testifies in court on land cases such as evictions, because of delinquent rents, property rights, forfeiture of homestead leases because of non-compliance with terms and conditions, eviction of squatters, removal of sand from public beaches, etc. [1] [2]
- 17) Makes field inspections of State lands when requested. Discusses land management and land problems with tenants, purchasers and lessees. Resolves complaints of individuals holding public lands; takes appropriate action if terms of

special sale agreements, general leases, revocable permits, etc., are violated. [1]
[2]

18) Supervises the Wiki Permits system for the statewide issuance of right-of-entry permits for commercial beach weddings and similar activities. [1] [2]

B) Division Administration Activities 40%

1) Assists in planning, organizing and directing the activities of the Division which include the land maintenance, commercial lease development, agricultural lease development, and industrial park development programs. Works closely with the Land Administrator/Assistant Administrator in determining the Division's priorities; coordinating and reviewing the work of the branches; providing training and orientation to new employees of the Support Branch; providing supervision and direction to Support Branch staff in accomplishing the Division's goals and objectives; and evaluating performance. Counsels subordinates, resolves personnel grievances and complaints; takes disciplinary action; refers major problems to Land Administrator/Assistant Administrator with recommendation as to appropriate action. Recommends other personnel actions including reclassification, reassignment, transfer, promotion; interviews job candidates and recommends appointment. [1] [2]

2) Participates and works closely with the Administrator in providing policy directions to the District Branch programs; advises and resolves problems and issues involved with Land Division related projects; establishes, develops and maintains standards, policies, procedures, guidelines and forms for operations within the District Branches. [1] [2]

3) Assists Administrator/Assistant Administrator in the preparation of project justifications, technical specifications for bids and contracts; evaluation of bids; recommending qualified vendor(s); and operating and performing in conformance with established standards and with a consistent awareness of efficient and cost-effective implementation. [1] [2]

C) Other 10%

- Performs other additional duties and responsibilities as may be assigned by the Division Administrator or Assistant Administrator. [1] [2]

Reason:

[1] The performance of this function is the reason that this job exists.

[2] There are limited employees among whom the performance of this function can be distributed.

[3] This function is highly specialized. Employees are hired for their skill/ability to perform this function.

Evidence Used in Determining Essential Functions:

The following evidence was considered in determining the essential functions of the position: the consequence of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

Supervises Position(s) No.	Title
111435E	Project Development Specialist
048238	Land Agent V
008804	Land Agent IV
009632E	Appraisal and Real Estate Specialist
110287E	Real Estate Specialist
110285E	State Abstractor
110286	Abstractor VII

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

This position is under general supervision of the Assistant Administrator, position no. 02738.

B. Nature of Supervisory Control Exercised Over the Work.

The incumbent uses sound judgment and discretion in making decisions. The incumbent performs administrative work of unusual difficulty and must use initiative and specialized knowledge to meet the goals and objectives of the division.

C. Nature of Available Guidelines Controlling the Work.

All work products must be consistent with the land laws of Hawaii, and the rules, regulations and policies of the Board.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Hawaii Driver's License

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Principles, practices and techniques of real property management; principles and practices of land valuation and land economics; acquisition, disposition, inspection and enforcement practices of all categories of State and public lands transactions; Federal and State laws, rules, regulations and policies governing the administration of public

lands in the State; legal instruments for land transactions; methods of negotiation; functions, activities and impacts of the land management programs on individuals, groups, community, landowners, etc.; and principles and practices of supervision and management; principles and practices of administration including program planning and evaluation; executive and Board of Land and Natural Resources policies interpretation and execution; legislative process; public relations.

B. Skills/Abilities:

Assist in the administration of statewide multiple land programs; plan, organize, direct, and coordinate land programs; interpret policies, rules and regulations; conduct complex land management studies and make sound recommendations; analyze, evaluate and draw sound conclusions and recommendations from available factual data; negotiate; speak and write effectively; deal effectively with the property owners, the general public, legislature and government officials of State and County agencies; establish and maintain effective working relationships with others; supervise others.

C. Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

D. Experience:

Four and one-half (4 ½) years of progressively responsible experience, of which four (4) years must have been in land management, property management, real property appraisal, or real property classification and valuation.

The incumbent must also have supervisory experience or aptitude, which is considered to have been met when there is strong affirmative evidence of the necessary supervisory aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve supervisory responsibilities or aspects of supervision (e.g., by serving as a group or team leader, or in similar work such as in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in supervision demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of supervision accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to supervisory tasks.

VII. TOOLS, EQUIPMENT & MACHINES

Computer and automobile