



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:  
February 20, 2025**

**This position is:**

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

**Agency:** Department of State Lands

**Division/Section:** Director's Office

New       Revised

**SECTION 1. POSITION INFORMATION**

<b>a.</b> Classification Title: <u>Agency Head 5</u>	<b>b.</b> Classification No: <u>Z7014</u>
<b>c.</b> Effective Date: <u>March 13, 1970</u>	<b>d.</b> Position No: <u>0141001</u>
<b>e.</b> Working Title: <u>Director</u>	<b>f.</b> Agency No: <u>14100</u>
<b>g.</b> Section Title: <u>Director's Office</u>	<b>h.</b> Budget Auth No: <u>000021070</u>
<b>i.</b> Employee Name: _____	<b>j.</b> Repr. Code: <u>MEAH</u>
<b>k.</b> Work Location (City – County): <u>24M - Salem</u>	
<b>l.</b> Supervisor Name (Optional): <u>State Land Board</u>	
<b>m.</b> Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
<b>n.</b> FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>o.</b> Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

**SECTION 2. PROGRAM AND POSITION INFORMATION**

**a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

Established by the Oregon Constitution in 1859, the State Land Board oversees the Common School Fund, which sends tens of millions every year to Oregon's K-12 public schools.

The Department of State Lands (DSL) is the administrative agency of the Land Board, which consists of the Governor, Secretary of State, and Treasurer. DSL carries out the day-to-day work of managing the school lands and resources that contribute revenue to the Common School Fund. The agency also oversees Oregon's public waterways and administers regulatory programs that protect wetlands and waters of the state. DSL is the state partner for South Slough National Estuarine Research Reserve, which is protected and managed for long-term research, education, and coastal stewardship, and oversees the Elliott State Research Forest, a nationally important center for forest science and management.

The agency's mission is to ensure Oregon's school land legacy and protect waterways and wetlands of the State through superior stewardship and service.

The Director is hired by and reports to the State Land Board, serving as the agency’s chief executive officer, and overseeing all agency operations. The Director’s Office performs a variety of high-level, statewide functions for the overall management of the Department’s resources, responsibilities, and authorities. These include developing and implementing policies and legislative strategies that govern management of constitutional and statutory resources, and ensuring DSL meets the expectations of the Land Board, the Legislature, and all Oregonians for accountable, transparent, and responsive service.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The Director is responsible for all activities of the agency which are directed by Oregon’s constitution and/or statute. Those very diverse activities include managing the lands provided at statehood to help fund public education through the \$2.3 billion Common School Fund, overseeing Oregon-owned waterways, protecting wetlands and waters of the state through Oregon’s removal-fill and wetlands conservation laws, and increasing understanding of estuaries and forests at South Slough Reserve and the Elliott State Research Forest.

The incumbent is responsible for working with the deputy directors and program managers for the administration and management of natural and financial resources, overseeing and directing agencywide operations, policy, and staff and managing a budget of \$81.1 million.

The Director is hired by and directly reports to the State Land Board, which consists of the three top elected officials of the state – Oregon’s Governor, Secretary of State and State Treasurer. By law, the Governor is the Land Commissioner and serves as the Land Board chair. The Director position is the administrative manager for the Land Board, responsible for resolving often complex or controversial issues affecting state-owned lands and waterways, as well as managing these lands.

This position is a member of the Governor’s Natural Resources Cabinet as well as the Enterprise Leadership Team of agency directors. This position also serves as Chair of the South Slough National Estuarine Research Reserve Management Commission and leads the DSL Executive Team and Management Team.

The incumbent is expected to perform position duties in a manner that promotes customer service and harmonious working relationships. This includes treating all persons respectfully, engaging in effective working relationships with all staff, demonstrating openness to constructive feedback, and contributing to a positive and productive work environment.

The Director works to increase public awareness of DSL and its programs, building support and trust among the public, legislators, beneficiaries, Oregon Tribes, and constituents.

**SECTION 3. DESCRIPTION OF DUTIES**

**List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.**

% Time	N/R/NC	E/NE	DUTIES
50%	R	E	<p><b><u>Agency Leadership</u></b></p> <ul style="list-style-type: none"> <li>• Provide broad oversight and direction through deputy directors and managers for all agency functions.</li> <li>• Provide strategic leadership by making informed decisions that advance the work of state agencies, local governments, Tribes, and other partners toward shared goals</li> </ul>

			<ul style="list-style-type: none"> <li>• Direct policy and initiate and implement actions in the development of the agency biennial budget, legislative agenda, administrative rulemaking, strategic and business planning, and engagement processes.</li> <li>• Develop policy and direct activities to protect and enhance natural resources of state lands while maximizing the revenues for the Common School Fund.</li> <li>• Engage, consult, and coordinate with local, state, and federal agency leadership, Tribes, stakeholders, and public.</li> <li>• Direct agency programs and develop policy to maximize the return on investment of school lands.</li> <li>• Evaluate the agency's programs for effectiveness and alignment to the agency mission, strategic and business plans, and performance measures; direct corrective action and guide the agency.</li> <li>• Direct the administration of agency programs and evaluate the quality of services by authorizing the distribution of resources to program needs, establishing administrative controls and reporting requirements.</li> <li>• Direct and oversee the agency operating budget.</li> <li>• Conduct Executive Team and Management Team meetings to discuss work progress, develop policy direction and foster a productive work environment.</li> <li>• Directly supervise 3 Deputy Directors, Government Relations Manager, Human Resources Manager, Communications Director, Communications Officer, and Executive Assistant. Assign and distribute work, interview, hire, and evaluate performance. Determine and initiate disciplinary action, if needed.</li> <li>• Provide oversight to human resources for approving or rejecting recommendations of final personnel actions, including disciplinary; review and determine appropriate action is taken on appeals, hearings and grievance responses.</li> <li>• Advocate for and promote achievement of agency and state diversity, equity, and inclusion workforce goals, and a safe and supportive work environment.</li> <li>• Provide strong and confident leadership by actively engaging with the DSL team, seeking their expertise, and respecting the unique needs of both office and field staff to foster a collaborative and inclusive work environment</li> </ul>
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25%	R	E	<p><b><u>Agency Representation</u></b></p> <ul style="list-style-type: none"> <li>• Represent the agency and the Land Board before the public, special interest groups, the Legislative Assembly, local, state and federal agencies, U.S. Congress and the media. Testify before and provide advocacy education of the agency’s programs and priorities to various groups and political bodies.</li> <li>• Represent the agency on state and federal interagency commissions, boards, councils, committees and task forces. Represent Oregon at the National Association of State Trust Lands.</li> <li>• Represent the agency at the Governor’s Natural Resources Cabinet meetings. Serve on director-level interagency policy and advisory committees including the Enterprise Leadership Team.</li> <li>• Serve as Chair of the South Slough National Estuarine Research Reserve Management Commission.</li> <li>• Build and maintain relationships with Tribal partners; local, state, and federal agencies; and the variety of groups and communities interested in and affected by the agency’s work.</li> <li>• Prioritize meaningful public engagement as a key component of government decision-making, integrating engagement into policy and daily practices to ensure accessible opportunities for participation, services, and information, while continuously striving to improve public involvement.</li> </ul>
25%	R	R	<p><b><u>Interaction with State Land Board</u></b></p> <ul style="list-style-type: none"> <li>• Develop Land Board agendas, prepare and conduct bi-monthly State Land Board briefings and meetings, and direct preparation of any necessary follow-up.</li> <li>• Maintain and monitor progress of the Land Board’s goals and priorities, and update and guide the Board on a regular basis.</li> <li>• Contact Land Board members and their chief advisors between meetings to discuss policy direction and statewide impact of program issues. Bring forth policy issues with recommendations for resolution. Advise on statutory and regulatory obligations.</li> <li>• Advise Land Board on potential controversial issues and possible impacts of program and policy decisions. Recommend course of action or policy in decision making.</li> <li>• Collaborate with local, state, and Tribal governments to advance the Land Board’s goals and initiatives, fostering strong partnerships and effective policy implementation</li> </ul>
100%			

**SECTION 4. WORKING CONDITIONS**

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Much of the work is in an office setting; but fieldwork in forestlands, rangelands, or on or along waterways may be required. In- state and some out-of-state travel is an essential function of the position. Overnight stays and/or extended work hours can be expected. The person in this position must be able to perform efficiently and effectively in a variety of working environments, including office, private settings, meetings, and in the public arena. This position requires a persistent ability to balance and plan for many competing, complex, and politically sensitive demands while meeting deadlines and completing required work on schedule.

This position has regular contact with angry and/or hostile individuals and must be able to work collaboratively within the agency and with numerous stakeholders, special interest groups and partnership agencies.

**SECTION 5. GUIDELINES**

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Oregon Constitution Article VIII, Oregon Admissions Act, Oregon Revised Statutes, Oregon Administrative Rules, State Land Board policies, Interagency agreements/memoranda of understanding; contract documents, agency policies and procedures, Attorney General’s model rules, Attorney General’s opinions, Executive Orders and Federal laws and regulations.

ORS chapters: 758 – Leasing for state right of way; 777 – Oregon ports; 196 – Wetlands removal and fill; 270 – Management of public land; 271 – Use and distribution of public land’ 273 – Land Board composition/power of the director; 274 – Submersible waterways; 327 – Education financing in benefit of schools; 390 – Scenic waterways; 290 – Public Contracting; 522 – Geothermal resources; 183 – Administrative Procedures; 543, 543 a, 543 B – Hydro Electric Projects; 293 – State Financial Administration; 192 – Public Records/Meetings; 297 – Public contracts/Purchasing; 197 – Land use; 541 – Oregon Plan; 98 – Water Resources; 530 – Forestlands; and 111 through 116 - Estates -ORS 517 Mining , 215 Wetland Land Use Notifications Counties, 227 Wetland Land Use Notifications - Cities

**b. How are these guidelines used?**

The Constitution, ORS, and OAR provide direction as to policies and procedures used in the performance of the job. Attorney General opinions, court decisions, and rulings provide guidance beyond statutes and rules. Planning rules and regulations provide coordination and consistency requirements. Internal policies and procedures provide guidance in program administration.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
Governor, Treasurer, Secretary of State	Person/Phone various correspondence	Information/coordination and policy development	Daily/As Needed
Executive staff	Person/Phone various correspondence	Management/program issues	Daily/As Needed
State Agency Directors	Person/Phone	Information/coordination	Daily

	various correspondence		
Local and Federal Agencies	Person/Phone various correspondence	Information/coordination	Daily
Legislators/Congress	Person/Phone various correspondence	Information/coordination	Frequently
Various Boards and Commissions	Person/Phone various correspondence	Information/coordination	As Needed
Tribal Organizations	Person/Phone various correspondence	Liaison/information/coordination	Frequently
Public	Person/Phone various correspondence	Liaison/information/coordination	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

This position is responsible for making all budgetary, administrative and personnel decisions in the agency. The incumbent is responsible for recommending policy to the State Land Board. Policy recommendations and decisions involve integration and resolution of conflict between fiduciary obligations, environmental considerations, and social and economic impacts. These decisions may have long-term effects on the management of the land and financial resources under the jurisdiction of the State Land Board, and on internal and external customers. These decisions may also have specific and significant effects on state and federal resource management and ultimately affect the people of Oregon. Decisions can affect the operations and impact the work of other state agencies.

The circumstances surrounding decisions are varied and require comprehensive analysis of technical data, evaluation of diverse policy issues, synthesis of technical, policy and political concerns, and review of Oregon statutes and rules. Review of historic and legal documents is often required. To make decisions, the Director uses organizational policies, the general mission of the agency, consults with experts, seeks out and listens to multiple perspectives, evaluates relevant information, and applies personal knowledge of management and technical theories and principles.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
The State Land Board (Governor, State Treasurer and Secretary of State)		Regular communication with Land Board assistants	Bi-monthly briefings, public meetings, and upon request of the Land Board or employee. All state agency directors also receive a 360° internal and external review biannually under a statewide initiative.	To ensure the employee is performing his/her job consistent with Land Board policy. Work performance is measured through outcomes of policy decisions.

## SECTION 9. OVERSIGHT FUNCTIONS ONLY

**THIS SECTION IS FOR SUPERVISORY POSITIONS**

a. How many employees are directly supervised by this position?

8

How many employees are supervised through a subordinate

113

b. Which of the following activities does this position do?

Plan work

Assigns work

Approves work

Responds to grievances

Disciplines and rewards

Coordinates schedules

Hires and discharges

Recommends hiring

Gives input for performance evaluations

Prepares & signs performance evaluations

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is required to:

Have experience successfully leading a team, empowering within appropriate parameters, and coaching critical thinking of employees.

Have experience representing and presenting information about a board, commission, council or public agency in the legislative process including working with the Legislature, individual legislators or with other diverse groups and communities involving multiple stakeholders with competing interests, to advance the mission and goals of the board, commission, council or public agency.

Have experience in the development, implementation, and evaluation of strategic program rules, policies, long and short-range goals and plans. Experience using metrics and data to achieve outcomes.

Effectively communicate at all levels including with government officials, agency personnel, community members, special interest groups, stakeholders, legislative committees and the media. Possess the professional skill to maintain composure, professionalism and confidentiality in all interactions.

Have knowledge and experience developing and presenting budgets for approval of governing bodies.

Be a pragmatic problem-solver, forward thinker with independence of thought.

Be able to analyze complex issues and work with others to solve problems.

Must have strong understanding of the important relationship federally recognized Tribal governments have with the Department's mission and management responsibilities and experience facilitating Tribal relations.

Must show a strong commitment to ensuring equitable delivery of services to staff and community partners, including Tribes, state agencies, local governments, elected and appointed officials, service providers, and community members.

Regular and consistent attendance is essential in this position.

This position is subject to a Criminal Records Check.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Total Funds Budget	Biennial Amount	Fund Type
Other Funds – Limited	\$66.5 million	Other Funds
Other Funds – Non-Limited	\$8 million	Other Funds
Federal Funds	\$5.9 million	Federal Funds
Capital Improvement	\$572,000	Other Funds

Source: 2023-25 Legislatively Approved Budget.

## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

## SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date