



Manager, Asset

Position Title: Manager, Asset
Work Location: Ukiah, CA

I. Summary

Develop and manage non-timber real property assets in a manner that both protects value and enhances revenue from the lands. Reports to Senior Management potential land for acquisition and non-performing company lands for disposition. Oversee the organization of company land files and provide support to forest management staff regarding land title, boundary and property right issues. Manage and procure lease options for Company review and execution, sourcing additional revenue and improvements.

II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review and report real property holdings to identify property leasing and licensing prospects, property development and joint development or other income producing opportunities
- Develop and manage land or other lease development, property management and administration
 - Revenue cost-benefit analysis
 - Insurance requirements
 - Environmental impact
- Manage water rights, property taxes and perform lot line adjustments and title searches.
- Review proposed land use legislation and recommend actions; assess agency conditions and public input on land use proposals; review appeals from state agencies, county commissioners and public on proposed land sales and/or exchanges
- Conduct real estate acquisition negotiations for land in fee, easements, leases, permits, licenses, use and occupancy agreements and similar instruments
- Prepare and maintain a variety of records for issuance of easements, permits and encumbrances
- Provide support to Forest Operations Staff for property line surveys, land title documents, right-of ways and easements, letters and materials pertaining to real property
- Represent the Company at meetings with developers and property owners, public and private sector organizations and/or other groups as directed
- Maintain Peripheral Income database, provide reports as required
- Manage the Company Houses and Rockport Beach Facilities, with input from the Forest Managers, for safe and enjoyable use by company employees and guests

III. Qualifications/Physical Requirements

- Bachelor's degree (B.S.) from four-year college or university in Forestry, Civil Engineering, real estate, law, land use and planning or related study or experience; additional coursework or licensure in real estate and/or appraisal is desired
- Minimum of five years ' experience in land development, entitlement, acquisitions and planning experience and/or training; or equivalent combination of education and experience
- Must also have experience in land management principles and practices; appraisal methods, standards, procedures, and market factors that affect land values; state and federal laws, rules, and regulations governing land use, sales, and exchanges
- Must maintain and carry a valid California driver license and remain eligible and capable of operating company vehicles including automobiles and trucks in accordance with company policy guidelines
- Proficient in Word, Excel, Power Point, Outlook, and Microsoft Project
- The employee is frequently required to walk and sit for long periods of time and regularly required to communicate
- Occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Regular exposure to mechanical parts, fumes or airborne particles and outside adverse weather and field
- Position travels locally, usually by car, up to 75% of the time

IV. Application Process

- Email cover letter and resume including salary history to recruiter@mendoco.com or
- Fax to (707) 485-6873
- Call (707) 485-6731 for more information