

**Commissioners of the Land Office**  
**State of Oklahoma**  
**Director of Real Estate Management Division**

The Secretary for the Commissioners of the Land Office (“CLO”) seeks applicants for the position of Director of Real Estate Management Division. This position is an unclassified, “at will” position and serves at the pleasure of the Secretary for the Commissioners of the Land Office.

This is the senior level of administrative supervision and management of the Real Estate Management Division.

Duties include:

- Directing and coordinating all division personnel in the performance of their assigned duties
- Developing land management and marketing programs which includes an asset management and economic feasibility assessment of all CLO surface acres to maximize income from the leasing and sale of trust land
- Evaluating and analyzing commercial and industrial property tracts to determine which tracts should be developed for leasing
- Performing conflict resolution with appropriate parties to assist field personnel in contract and lease enforcement
- Directing and coordinating the implementation of soil conservation, pollution abatement and reclamation projects concerning acreage under CLO jurisdiction
- Performing cursory review and final approval of all appraisals performed by division personnel
- Preparing the division budget
- Reviewing all applications for lease or sale of CLO acreage and making recommendations for approval or rejection of said application
- Making periodic field inspections.

(Full job description available on request.)

Requires knowledge of:

- Supervisory principles and practices
- Soil types and basic land management practices
- General business and finance practices to assist in the management of farm or ranch lands
- Appropriate laws, rules and regulations pertaining to land management and soil conservation
- Property appraisal and legal description
- Soil conservation methods and techniques
- Agricultural practices and techniques
- Rental leases and agreements
- Enforcement of lease terms
- Pollution control

Must possess the ability to:

- Establish effective working relationships with others
- Plan and supervise the work of others
- Conduct several projects simultaneously

- Analyze situations and recommend effective solutions
- Determine staffing and training needs.

Educational and Work Experience Requirements:

- A minimum of a bachelor's degree in agriculture, business or finance or a closely related field (Degree in agriculture preferred)
- And five years of professional experience in real estate management work
- Or an equivalent combination of education and experience
- And a minimum of 5 years supervisory experience (experience supervising remote employees a plus)

Salary Range: \$85,000 - \$105,000

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To be considered, submit a letter, resume and CLO employment application to:

Katy Janz, Human Resources Director  
Commissioners of the Land Office  
204 N. Robinson, Suite 900, Oklahoma City, OK 73102  
[katy.janz@clo.ok.gov](mailto:katy.janz@clo.ok.gov)  
(405) 521-4012

Position will remain open until a suitable applicant is found.

The CLO employment application can be found at:

<https://clo.ok.gov/agency/careers/>

*The Commissioners of the Land Office is an Equal Opportunity Employer.*