



## Example of Land Manager Job Description

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Our growing company is looking to fill the role of land manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for land manager

- Oversee entitlement approvals, such as approval of zoning, preliminary plats, construction plans and final plats
- In preparation of applications, planning and construction documents, supervise and coordinate with third-party consultants, including but not limited to, land planners
- Obtain all required development permits from applicable jurisdictions and provide assistance with the issuance of building permits, as needed
- Oversee all development-related contract administration, including bidding, contracting, construction oversight, processing invoices and project close-out activities
- Oversee the timely completion of all land development improvements, and provide periodic schedule updates, as needed
- Oversee all land development budgeting, and provide periodic accounting review associated with the same
- Timely secure applicable agency acceptance of all land development improvements, including posting and release of all assurances, and procurement of reimbursements
- During land development construction, oversee stormwater pollution prevention program compliance, and provide subsequent support to transfer such responsibilities to the home construction team
- Assist with the establishment of HOA's, including initial budgeting, filing incorporation documents, preparation of CCR's and Bylaws, and serving as a

- As needed throughout the life of a community, support the Sales and Operations teams

### **Qualifications for land manager**

- Bachelor's degree in Business, Accounting, Civil Engineering, Planning or Construction Management required
- As may be required to support the corporation's organizational structure, cross-train for other position(s)
- Minimum of associate or undergraduate college degree, preferably in a major related to construction management or engineering or other technical area of study
- Minimum 5 years of related experience, including emphasis in land development construction and contract administration
- Advanced PC skills, including use of Excel, Word, and project scheduling
- Experience with development-related agreements and related matters, including agency, reimbursement, land purchase, consulting and construction agreements, and entitlement documents