



Job Title: Senior Landman/Project Manager

Department: Land

Reports To: Vice President, Land Manager

Location: Butler, PA

This individual will lend daily functional oversight from the Butler, PA Land Office of the Butler County leasing program through regular meetings with contract land staff acquiring leases on Rex's behalf. This person will coordinate the daily acquisition, review the lease packages, revise addendums, and coordinate landowner meetings. This person will also be required to attend critical leasing meetings, interact with the contract leasing crew, and keep the Vice President, Land Manager in State College informed of issues, concerns and critical decision making items as they arise. Ensure that the weekly reports are timely done and accomplished accurately.

Education/Qualifications

1. BA/BS degree required
2. AAPL and local Landman's Association membership required.
3. Minimum 5 years Landman experience, some in a supervisory capacity.
4. PLM degree a plus.
5. Appalachian Basin experience a plus.
6. RPL or CPL license/certification preferred.

Requirements/Skills

1. Keen knowledge of local and regional oil and gas laws and regulations.
2. Must be able to draft, negotiate and review land and legal documents.
3. Microsoft Office experience required.
4. Highly developed communication and inter-personal skills.
5. Good organizational skills.
6. Must be able to multi-task and be a team player.
7. Valid PA Driver's license.

Job Duties and Responsibilities

- Interact and guide the lease acquisition crew in Butler County on a daily basis. Make decisions regarding the negotiation terms of leases the crew is negotiating for Rex. Serve as the face of Rex Energy in Butler County.
- Hold and coordinate regular meetings with the leasing crews so company guidelines and mandates are followed. Attends joint landowner group meetings or with critical landowners requiring a corporate presence. Guides leasing discussions and decisions such that critical decisions regarding the leasing process can be made on the spot.
- Ensure that the land reports from the field are accurate and accomplished on time. Lends support to the leasing crew and is involved in assisting with leasing addendum changes that may be submitted by attorneys representing landowners.
- Keep the Vice President, Land Manager in State College fully informed about leasing and negotiating issues and competition offers as they are learned. Communicates directives from the State College office to the leasing crews and ensures all guidelines are followed.
- Stays in touch with local and regional oil and gas competitor activities and communicates with the Vice President, Land Manager regarding issues as they may impact corporate decision-making in the region.
- Oversight of the Butler Region Office and utilizes service of the Butler Office Manager to assist as needed with daily job functions. Offers support to that role.
- Drafts and prepares leases, right of ways, deeds or easements or such other legal documents as needed for use in the regional office.