



Vice President (VP) of Geoscience

Position Description

Division:	Exploration & Production, LLC	Reports to (title):	President/CEO
Department:	Exploration & Production	Job Location:	Denver, CO or Houston, TX
Job Code:	VP of Geoscience	Supervises:	Administrative, Technical & Professionals
Pay Grade:	E 14	Classification:	Exempt
Hours/week:	40 hours	Effective Date:	June 01, 2019
Type of Position:	Full-time	Revised Date:	

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

The Vice President of Geoscience position provides exceptionally high level of geologic and/or geophysical expertise for the evaluation, development planning, funding, budgeting, and execution of various oil and gas subsurface and surface activities pertaining to all company assets and properties. The primary role of this position is to ensure the optimum economic research and development of petroleum resources applicable to current business environment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Identify and develop internally generated prospects.
- Manage staff of geologists, geophysicists, petrophysicists, and GIS personnel.
- Prepare and deliver professional geologic presentations including maps, cross-sections, regional geology studies and other exhibits to support recommendations both internally and externally.
- Provide input and guidance to field development, exploration, and drilling programs.
- Provide geoscience technical support for A&D project execution and business development.
- Integrate and interpret multiple geologic, petrophysical, geophysical, engineering, completion, and production data into a concise geologic model.
- Expand interpretations in existing plays as well as generate new play concepts.
- Maintain knowledge of competitor activity and geology within targeted basins and plays.
- Work closely with multi-disciplinary teams to ensure project execution.
- Work directly at times with partners, reserve auditors, and banks on confidential evaluations.
- Other such duties, responsibilities and authority as may be reasonably required.

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- Establish and maintain internal controls and policy and procedures for geoscience department; manage various functions while exercising “Confidentiality”
 - Perform effectively and cooperatively within the multidisciplinary groups of professionals
 - Provide leadership experience in management and supervision of various staff
 - Develop and manage the new exploration projects, developing prospective areas, formulating and exploring
 - Establish and initiate management objectives, joint ventures operations in exploration
 - Establish and manage the geosciences exploration programs
 - Incorporate all geological and geophysical data through use of data base, ensure security of and implement regular audits of all confidential documents
 - Provide evaluations and implementation of reservoir characteristics, with preferred experience within the Pennsylvanian carbonates and coal bed methane plays
 - Provide training and mentoring, establish a staff development program to enhance Navajo human resources through internships, fellowship or entry level jobs
 - Achieve goals and objectives through support and consideration of the Navajo culture, its agencies and government.
 - Perform other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- A minimum of 20 years of experience in the oil and gas industry with a focus on geoscience

Education:

- Masters degree in Geology or Geophysics

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Fully competent and experienced in standard and advanced geological tasks including mapping, stratigraphic correlations, cross-section generation, integration of well logs, seismic, remote sensing, geochemistry, production data into a complete geologic interpretation.
- Strong understanding and experience in exploring and developing both conventional and unconventional plays. Prefer experience within Pennsylvanian carbonates and coal bed methane
- Strong understanding of log analysis
- Proficiency with geoscience software such as PETRA, Kingdom, Geographix, etc.
- Candidate must be commercially oriented and understand the fundamentals of cash flow, economics and rate of return, as well as the ability to assess technical risk qualitatively and quantitatively.
- Demonstrated ability to manage conflicting priorities and requests, and manage multiple projects.
- Ability to take initiative and function independently, balanced with strong teaming skills.
- Strong written and oral communication skills – must be able to present and defend geologic analyses to large and diverse groups.
- Requires excellent interpersonal skills with ability to maintain relationships at all levels of organization.
- Must maintain high standards of professional and ethical conduct
- Knowledgeable of the Four Corners area including Navajo culture and government structure
- Ability to work with a diverse group of professionals
- Ability to safeguarding critical and confidential company data

POSITION PREFERENCES

Licenses and
Certifications: None

WORK ENVIRONMENT

- Work Environment: Work is generally performed in a fast paced corporate office environment. May require extended hours to accomplish business goals and objectives.
- Physical demands: While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and business travel may be required.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act (NPEA). Other candidates will be considered only after all candidates entitled or secondary preference has been fully considered.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **VP of Geoscience** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

Employee (printed name)

Employee (signature)

Date