

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-54**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS/Temporary Emergency Hire

POSITION:	Realty Program Manager
OPENING DATE:	November 9, 2017
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Environmental and Natural Resources
SALARY RANGE:	E-16; \$51,763 - \$77,645

Position Summary:

Under general supervision of the ENRD Director, the Realty Program Manager protects, preserves, plans, analyzes and implements projects and direction of the real property and interests of land for the Pueblo of Laguna. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops and implements a strategic plan to maintain a structured Realty Program which ensures that the Pueblo's land property interests are protected and preserved.
- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with the strategic plan and applicable laws, regulations, ordinances, and regulatory agencies.
- Researches, investigates and negotiates purchase of real property on behalf of and in accordance with Pueblo objectives and priorities.
- Administers and leads the short and long-term planning and development of the Pueblo's trust and fee lands.
- Processes actions related to land assignments in conformity with the rules outlined by law and policy including transfer, inheritance and termination of land assignments with the assistance of Pueblo legal counsel.
- Processes actions related to the land lease of real property and the granting of licenses, permits, easements of rights-of-way on Pueblo property and related activities with the assistance of Pueblo legal counsel.
- Performs field inspections to document and record compliance with lease/permit/right-of-way terms and conditions.
- Accepts and forwards land related requests for review to the Land Acquisition Committee according to the established governing procedure.
- Participates as a member with the Land Acquisition Committee.
- Manages the Land Buy Back Program for the Pueblo.
- Analyzes land development proposals to ascertain and document the potential effect on the quality of the human and natural environment.
- Determines and documents the need for an environmental assessment (EA) or environmental impact statements (EIS).
- Processes all documents associated with the purchase of land property, including applications to have land placed in trust, as appropriate or required.
- Develops and maintains inventory of Pueblo lands and all records associated with Pueblo land property.
- Works with Geographic Information System (GIS) program on updating and maintaining Pueblo geo-data, and that of surrounding lands of interest.
- Works with Pueblo departments and federal, state or local officials as appropriate to job duties.
- Achieves financial objectives by managing, coordinating and preparing the Program's annual budgets.
- Secures future funding for the continuation and expansion of the Realty Program's services.
- Establishes, monitors and modifies action plans and deadlines as directed or required.
- Acts as liaison between the Pueblo of Laguna and federal and state environmental agencies on all realty and land issues.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Develops issue and discussion papers on Realty issues for policy development purposes.
- Prepares comments and responds to proposed federal policies and procedures related to Realty concerns affecting the Pueblo.
- Provides outreach for the community and develops public information and education regarding Realty issues.
- Maintains professional and technical knowledge by conducting research; attending related training and establishing networks.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Pueblo of Laguna Workforce Excellence concept.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Business, Management, Real Estate or related field required. Ten (10) years of experience in property acquisition, real estate, land management, or related experience required. Real Estate license preferred. An equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred.

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Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Realty Program Manager is designated a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county and local laws, regulations, ordinances, legislation, and requirements.
- Knowledge of legal principles of realty and land acquisition.
- Knowledge of research methodologies and data analysis.
- Knowledge of records management and maintenance.
- Knowledge of government and non-government funding sources.
- Knowledge of proposal and grant application processes.
- Knowledge of proper spelling, grammar, and punctuation, and advanced mathematics.
- Ability to develop procedures related to the collection of air monitoring data.
- Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to communicate effectively, both verbally and in writing.
- Ability to and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions, exercise independent judgment; and meet strict time lines.
- Skill in computer use including Word, Excel, Access, Outlook, PowerPoint, and software or programs related to field.
- Skill in data entry, data analysis, and database management.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in researching and writing proposals or grant application process.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM

- Fax to (505) 552-9675 For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

- **LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**