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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

(Internal Posting)

**Title:** Director of Tribal Lands Management

**Reports To:** Director of Public Works

**Location:** Happy Camp, Orleans, Yreka

**Salary:** \$70,000 to \$100,000 annually

**Summary:** Responsible for all realty and land management functions for the Karuk Tribe.

**Classification:** Supervisory; full Time, Regular, Exempt, Non-Entry Level

**Application Deadline: December 28, 2023 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

**Title:** Director of Tribal Lands Management

**Reports To:** Director of Public Works

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**Summary:** Responsible for all realty and land management functions for the Karuk Tribe.

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### **Responsibilities:**

1. Initiates and completes all work needed relative to; land acquisition, disposal, exchange, fee to trust transactions, rights of way and leases, policies and procedures.
2. Manages all tribal leases.
3. Serves as key staff official on all matters involving tribal land programs and real estate matters on lands and other properties under the jurisdiction of the Tribe, including, researching properties, negotiating and drafting purchases agreements, obtaining appropriate approvals, reviewing property title reports and closing documents, recording and preparing property files including an electronic list of communication and transactions pertaining to the property.
4. Oversee the work of real estate appraisers and other technicians.
5. Serves as key staff official to oversee the development of necessary environmental compliance for tribal capital improvement projects.
6. Maintains communications as a tribal staff liaison with appropriate Federal, State, and local agencies such as BIA, City and County planning departments, etc.
7. Responsible for ensuring compliance with all necessary laws/regulations, as related to real estate activities and transactions.
8. Maintains land status records and historical data on realty and land management.
9. Initiates and completes land use plans and ordinances.
10. Reviews environmental review documents that require the authorization from the Tribal Chairman.
11. Files required yearly water rights reports for tribal properties.
12. Creates maps and graphs, using GIS software and related equipment.
13. Conducts research with tribal staff, tribal records, community leaders, and local agency personnel in order to locate and obtain land related data.
14. Operates and maintains GIS Database, system hardware, software, plotter, digitizer, color printer, color printer and video camera.

15. Must be available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess a Bachelor's degree, Master's Degree preferred in Planning, Business, Land/Natural Resource Management, or related field OR equivalent; (6) years current experience, which clearly shows that the applicant can perform the functions of the position.
2. Experience in the fields of Administration, GIS, Urban Planning (in a rural setting), and Land Management desired. California Real Estate License preferred but not required.
3. Must be sensitive to Karuk cultural values and resource management practices.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved: 12/14/2023**

**Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_