

Land Manager/Transportation Planner

Reports To: Chairman

Location: Happy Camp Administration Office/Orleans Office

Salary: \$40,000 to \$50,000, depending on experience

Summary: Shall be responsible for all realty functions for the Karuk Tribe including the purchasing of property and transferring the fee property to trust status, and overseeing the tribal transportation planning process.

1) What are your typical job responsibilities?

- Work with the BIA to put our tribal land into trust.
- Maintain and update our land realty files.
- Purchase land for the tribe.
- Conduct leases and rights of way on tribal land.
- Initiate and maintain an Indian Reservation Roads Program.

2) How do you really spend your day?

If I'm working at the office and don't have to travel to a meeting, the first thing I do is fire up my computer and check my answering machine, then I check my email. Then I'll walk down and check for interoffice mail at the Tribes Department of Natural Resources. Once that's all done I can start in on the tasks that I am working on that day.

3) How do you organize your day to ensure you get everything done?

I used to use MS Outlook to stay organized until my computer crashed. Now I just keep a tablet which lists my tasks that need to be as well as notes on what I have done that day. I now use Google's gmail and calendar to keep my schedule and email. I actually like the functionality of gmail more than Outlook; I can check my calendar on any computer hooked up to the internet.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

I got an AA degree right out of high school and worked seasonally with PG&E as an Assistant Land Manager. Then I started working full time at Sierra Pacific. The money was good and I advanced fast, but the work was long and hard and hot in Red Bluff! So I applied for Americorps and was part of their first graduating class. This gave me some money for school so I applied and got accepted to Humboldt State University and received a degree in Natural Resources Planning and Interpretation with an emphasis in planning in 1998. Once I graduated, I got a job with the tribe's Natural Resources Department and have worked my way up to my current position.

5) Uppers; what is the thing that you love most about your job?

I feel like I am doing something good for our people. I get to work and live on the river. There is no shortage of things to do. I have had a lot of opportunities to learn new things and skills for my job.

6) Downers; what is the thing that you love least about your job?

There is so much to do that it can be overwhelming. Sometimes I have to do a lot of traveling. You are never really free of the job duties of your previous job with the tribe.

7) What inspires, excites, and/or motivates you in your job?

I enjoy learning new things when I have time, and I like working outside and checking our land holdings.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

My average work week is around 40 hours, but I'm on salary so usually it's more, sometimes it's less. I typically have to travel to meetings a few times a month.

9) How do you relieve stress?

If I'm at work I'll take a break and go try to be sociable.

10) Does your job include a lot of traveling? Do you enjoy it?

Sometimes. Not really, driving somewhere takes forever, the planes are always late and the motels are all the same.

11) What advice would you give to someone interested in this line of work?

Learn as much as you can and get an education. Get started in the line of work that you choose for a career as soon as possible, even if it means taking less money or only seasonal work.

12) What does a typical day in your world look like?

My typical day at the office usually consists of lots of phone calls and drafting documents. The BIA always needs something. I am constantly working with their realtors and environmental staff to try and clear a title for a property we are requesting them to accept into trust. For the past year I have been working on starting our own tribal roads program so that has required a lot of research, letters, meetings, and drafting the appropriate documents so that we can get the program funded.