

POSITION DESCRIPTION

Title: 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.

Land Management Responsibilities:

1. Shall initiate and complete all work needed relative to; land acquisition, disposal, exchange, fee to trust transactions, rights of way and leases, policies and procedures.
2. Shall manage all tribal leases.
3. Shall be the 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.
4. Shall oversee the work of real estate appraisers and other technicians.
5. Shall maintain liaison with appropriate Federal, State, and local agencies such as BIA, City and County planning departments, etc.
6. Shall be responsible for ensuring compliance with all necessary laws/regulations, as related to real estate activities and transactions.
7. Shall maintain land status records and historical data on realty and land management.
8. Shall initiate and complete land use plans and ordinances.
9. Shall review environmental review documents that require the authorization from the Tribal Chairman.
10. Shall prepare a Self Governance Annual Report for land activities.

Transportation Responsibilities:

1. Shall provide planning and analysis for the Tribal Indian Reservation Roads Program.
2. Shall maintain and update a tribal transportation plan.
3. Shall coordinate with State and County staff for project proposals.
4. Shall represent the tribe on Humboldt and Siskiyou County Transportation Committees.
5. Shall oversee rights of ways and easements on tribal roads.
6. Shall develop and evaluate data needs to support transportation planning activities and road construction priorities.
7. Shall be the Tribal roads liaison with appropriate Federal, State, and local agencies such as BIA, City and County Planning Departments, etc.
10. Shall prepare a Self Governance Annual Report for roads activities.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Other job related 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 have a Bachelor's Degree in Natural Sciences, Land/Natural Resource Management, or related field **OR** equivalent four (4) years current experience, which clearly shows that the applicant can perform the functions of the position.
2. Must have at least two (2) years current experience in Indian related realty/resource management functions. Experience in the fields of forestry 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 and alcohol 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.

Council Approved: August 17, 2005

Chairman's Signature: _____

Employee's Signature: _____