



# Cow Creek Government Office

## Position Description

**Position Title:** Director of Real-Estate Services      **Department:** Land and Resources

**Reports To:** Land and Resources Officer      **FLSA Designation:** Exempt

### POSITION PURPOSE:

At the direction of the Land and Resources Officer (LRO), and working closely with the Tribe's legal department, this position provides professional real estate expertise and administrative support to the Tribe's executive leadership team, Tribal Board of Directors, Tribal Members, and other departments and offices of the Tribe.

### ESSENTIAL FUNCTIONS:

- Prepare and Manage appropriate budgets;
- Manage all grants including financial and status reports necessary to complete work activities;
- Facilitate land acquisitions and dispositions;
- Assist in developing effective policy and procedure for land transactions;
- Evaluate and process land donations;
- Coordinate the fee-to-trust processes including environmental reviews in accordance with applicable Tribal and Federal Laws and regulations;
- Manage the BIA roads program rights-of-way processing;
- Manages and maintain water rights and supports programs and projects to acquire additional rights;
- Advises LRO on realty issues;
- Assists in land management planning;
- Coordinates management of valid existing rights on tribal lands;
- Provides reports as requested;
- Coordinates with other departments and offices of the Tribe to address real-estate service needs; and,
- Other duties as assigned

### QUALIFICATIONS:

- Bachelor's degree or related experience required.
- Prefer at least 2 yrs. experience working in a supervisory position, preferably with a Tribal or Federal Realty Department.
- Must have the ability to read legal land descriptions
- Must be able to pass a comprehensive background check.
- Must be knowledgeable of the Code of Federal Regulations and other laws and codes that are utilized in the operation of a Tribal Realty department.
- Expert administrative knowledge of the forms and legal effects of all documents affecting the title, encumbrance, use rights and rights to income from land administered by the BIA, including but not limited to land patents, trust patents, deeds, mortgages, grants for rights of way, leases and various land and title documents

## **OTHER SKILLS AND ABILITIES:**

- Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions and work under changing deadlines.
- Ability to use tact, discretion, and courtesy in dealing with the Tribal membership, public, and others encountered in the course of the work.
- Ability to follow instructions; responds to management direction and adapt to frequent changes, delays, and unexpected events.
- Able to learn and follow complex written policies, procedures and compliance guidelines.
- Knowledge of planning, developing and monitoring budgets.
- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Must have strong time management skills.
- Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Proficiency with Microsoft Suite including Word, Outlook, Project, Excel and PowerPoint, electronic data base management and related software. Create spreadsheets, maintain databases.