

**MAKAH TRIBAL COUNCIL
POSITION DESCRIPTION**

Job Title: Realty Manager

EXEMPT: NO

TARGET SALARY: 21.95 to \$25.82 /DOQ

PROGRAM: Realty

REPORTS TO: General Manager

JOB CODE: 2M-T3

SHIFT: 8:00 to 5:00

LOCATION: Bldg.

SUMMARY: Work with the framework of approved Tribal and Bureau policies, procedures and programs. Responsible for planning, developing, coordinating, scheduling and implementing the Tribal real property program for appraisals (negotiated sales, leases, rental values and gift conveyances), acquisition, disposal, management, leasing, tenure including fee to trust conversions, land descriptions and land surveys, probate, ability to write wills, estate planning, recording and reporting. Other real property work for the individual and tribal owned lands under jurisdiction of the Makah Reservation's and the tribe's trust responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the effective administration and economical execution of the overall real property program. Working with land use committee establishing land use procedures. Coordinate Trust Land Makah Realty Allotment/Assignment Alteration Reviews and requests for all new projects to keep in compliance with applicable environmental laws and ordinances of the tribe.

Develops, advises on, and administers plans, objectives, functions, budgets, policies and procedures pertinent to the Realty Program. Establishes and directs related activities to fulfill functions based on priorities determined in conjunction with the Makah Tribe. Replies to requests for information involving highly technical land matters by individuals, private concerns, or representatives of other government agencies concerning policy, procedures in general.

Assures proposed transactions conform to federal and tribal laws (new laws and proposed laws), regulations and policies and ensure they are in the best interest of all concerned. Prepares conveyance instruments supporting documents and recommendations on proposed acquisitions, disposal of Trust real property by purchase, sale, gift, last will and testaments, and exchanges. Prepares last will and testaments to conform to all new laws. Responsible for any required acquisition of real property or appurtenances thereto. Acts as primary point-of-contact between the Makah Tribe and the Realty, Legal Services division with the

Bureau of Indian Affairs and the Office of Trust Services on all matters related to Trust real property.

Responsible for drafting & finalizing easements/rights-of-way, permits, Right-of-Entry agreements. Provide consultation and negotiation related to the best use of Trust real property as to surface and sub-surface leases, rights-of-way, permits, easements and other means of establishing ownership of land and for establishment of other conditions safeguarding the interests of the owner of Trust real property including provision for obtaining compliance with lease terms, appraisals, extensions, adjustments, and terminations. Responsible for investigation and preparation of reports on claims and litigation matters resulting from the use and occupancy of real estate and makes recommendations for settlement thereof.

Promotes communication, cooperation, and other activities being conducted or planned by Tribe and surrounding federal, state, and private groups so as to prevent duplication efforts and expedite effective implementation of action plans.

Provide educational and technical information for estate planning which is essential to maintaining the value and usefulness of trust and restricted Indian lands. Works with the Administrative Law Judge, heirs, law firms and tribal governments in the probation of estates on trust property, being responsible for the development of date for Heirship findings, including inventory of property and the compilation of a list of the heirs apparent, together with an inherited interest of each; applies the principles of the Indian Land Consolidation Act. Responsible for preparing a Probate Ordinance to be in compliance with all new laws

Maintains Spreadsheet & assigns government ID numbers for potential non enrolled or non member heirs for Probate hearings.

Provides for the installation and maintenance of all land status records and historical data on real estate; and requests maps and plots. Ability to read legal descriptions to locate land on the survey plats. Responsible for accurate real property schedules and properties owned by descendants to the Examiner of Inheritance for providing comprehensive family data for use in probating Trust estates.

Responsible for the management of all Makah Tribal business leases; ensure all leases are up-to-date with current insurance information and documentation. Monitor monthly accounts receivable reports to ensure compliance of lease payments, preparation of letters for those in arrears and preparation of legal action if necessary.

Responsible for the submittal of appraisal requests to the Northwest Regional Officer for fair rental value of each lease every five years as per the lease requirements and modify the lease agreement if necessary.

Negotiate new leases upon receipt of a written request(s), prepares business lease agreement(s) and resolution in accordance with 25 CFR, Tribal regulations, ordinances and specific to the business requirements, and consults with Tribal Attorneys when necessary.

Responsible for the compliance of Allotment/Assignment Alteration Checklist Requests for all tribal lease properties. Assess lease and rental facilities each year for wear and tear, responsibility for repairs and improvements, as well as, written request(s), prepare scope of work, utilize the Personal Services Contract bid process when necessary in order to repair, improve and to extend the life of the Tribal assets. Maintain running spread sheet listing dates and names for Probate filing, probate hearing dates, probate finalized dates.

Provides for the effective management of the financial administration of the program by preparing and managing all program budgets, modifications and AJE's, prepare and update yearly revenue projections for leases and rentals, prepare year end audit reports for leases. Prepare quarterly and yearly reports for the Northwest Regional Office and the Makah Tribal Council.

Responsible for executing a minimum of 7 programs and budgets Realty, Assets Management, Land Enterprise, Aquatic Leases, Business Leases, Probates, GIS.

Responsible for reading drafts of all new laws being proposed for Realty programs and going to training when new laws are put into law. Must obtain TAAMS training. Must enter all Land Transactions into TAAMS.

Responsible for compiling quarterly and annual Realty reports to the Makah Tribal Council. Responsible to assist, review and send the Annual Program Review and Evaluation /Real Estate Services Program Report to the Bureau of Indian Affairs. Conduct annual employee evaluation for all realty staff who report directly to the Realty Manager.

SUPERVISORY RESPONSIBILITIES

Directly supervises three employees. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities include writing job descriptions, interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS EDUCATION AND EXPERIENCE

Bachelor's degree (BA) or equivalent from 4-year college; or three (3) to four (4) years related experience and or training; or equivalent combination of education and experience.

Must have a minimum of two years supervisor experience.

Must have a minimum of two years successful program management.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community Ability to effectively present information to top management, public groups, and/or directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSE, REGISTRATIONS:

Must have a valid Washington State Driver's License and be insurable to operate motor vehicles. May be required to drive a tribal vehicle to perform job duties. If so, driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, you must submit to and successfully pass U.S. Department of Interior (DOI) Security Clearance for accessing DOI computer systems. Must be capable of successfully passing Federal Bureau of Investigations (FBI) background check. Must complete finger printing at state certified facility approved by the U.S. Department of Interior.

OTHER SKILLS AND ABILITIES:

Knowledge of real estate principles, practices and techniques, state, Bureau, Department and tribal policies and procedures, and applicable Federal statutes in order to direct and coordinate property management.

Knowledge of Bureau trust resources management practices and procedures, regulations and Bureau or Department manuals/directives that assure protection of tribal allotted land held in trust status.

Knowledge of the Privacy Act and the Freedom of Information Act as they apply to the systems of records in the Realty Program Office.

General knowledge of tribal culture and tribal government functions. Ability to communicate with Tribal members, other Indians, and general public.

Knowledge of the Equal Opportunity Program, including Affirmative Action and Upward Mobility.

Knowledge of the natural resources of individual trust property and tribal-owned land, the types and values of land uses, potential uses and planned uses of the surface estate of the property.

General knowledge of ecology and preservation of the environment in land use planning for present and future use.

Knowledge of the preparation of legal documents and tax laws within the jurisdiction of the Tribe.

Knowledge of automatic data processing procedures and their uses in recording land records for title management, leasing and distribution of income to landowners.

Knowledge of surveying systems, techniques and terminology.

Knowledge of the Indian Allotment Act and other laws and governmental policies affecting restricted real property.

Knowledge of appraising land for processing land transactions pertaining to property management and trust restricted lands.

Ability to interpret and evaluate legal descriptions, topographic maps, aerial photographs, survey plats, tract maps and legal records.

Knowledge of title records, documents, real property, interests, Bureau regulations and policies, state and federal laws pertaining to leasing and rights-of-way to insure contracts can be approved.

Knowledge of surface and subsurface leases, permits, title records, appraisals and land management practices in order to identify and insure compliance with terms of various leases.

Knowledge of title examination techniques to determine land ownership.

Knowledge of laws, regulations, statues, policies (federal, state and tribal) and court decisions pertaining to acquisition and disposal.

Knowledge of requirements for legal conveyance documents.

Knowledge of county recording systems.

Knowledge of working competence in computer applications and be able to use major computer software.

Must have strong negotiation skills.
Ability to maintain high level of confidentiality.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council	OPEN: June 7, 2019
Human Resources	CLOSE: June20, 2019
P.O. Box 115	
71 Makah Bay Drive	
Neah Bay, WA 98357	
Fax: (360) 645-3123	
E-mail: katherine.thompson@makah.com	

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.