
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

Karuk Dental Clinic

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

Vacancy Announcement

Title: Land Management Director

Reports To: Executive Director

Location: Happy Camp, Orleans, Yreka

Salary: \$50,000 to \$70,000, DOE

Summary: Shall be responsible for all realty and land management functions for the Karuk Tribe.

Classification: Full Time, Regular, Exempt, Non Entry Level

Application Deadline: June 21, 2019

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Land Management Director

Reports To: Executive Director

Location: Happy Camp, Orleans, Yreka

Salary: \$50,000 to \$70,000, DOE

Summary: Shall be responsible for all realty and land management functions for the Karuk Tribe.

Classification: Full Time, Regular, Exempt, Non Entry Level

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 communications as a tribal staff 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. Creates maps and graphs, using GIS software and related equipment.
11. Conducts research with tribal staff, tribal records, community leaders, and local agency personnel in order to locate and obtain GIA related data.
12. Gathers, analyzes and integrates spatial data using a Global Positioning System (GPS), census, field observation, satellite imagery, aerial photographs, and existing maps to accurately display GIS data.
13. Operates and maintains GIS Database, system hardware, software, plotter, digitizer, color printer, color printer and video camera.

14. 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.
15. 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 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 Tribal related realty/resource management functions. Experience in the fields of GIS, 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 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.

Council Approved: September 6, 2011, December 28, 2017

Chairman's Signature: _____

Employee's Signature: _____