



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Land Office Manager
PAY GRADE: E6
FLSA STATUS: Exempt
DEPARTMENT: Government Services Division
REPORTS TO: GSD Director

GENERAL PURPOSE:

Oversees the administrative and operational functions of the Taos Pueblo Land Office. Manages records, oversees and coordinates land transactions, ensures compliance with applicable legal and regulatory requirements and supervises administrative support staff.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Supervises administrative support staff, to include hiring, providing on-the-job training and orientation to new team members, assigning and delegating tasks, reviewing work, coaching and providing feedback to employees, evaluating performance, and recommending employees for promotion, additional compensation, discipline or termination.

Manages and oversees all administrative functions of the office, including budget development, scheduling, travel arrangements, purchasing, filing, office correspondence, supply inventories, and other related responsibilities.

Oversees the management of an efficient file system and geodatabase of land records, maps and documents, permits, leases and subleases, financial records and other related documents.

Maintains and updates land records, including ownership records, leases and boundary information; ensures strict confidentiality of financial situations and information is maintained by all support staff.

Greets internal and external customers and visitors, determines nature of business, answers questions and directs to appropriate offices, procedures and/or personnel.

Screens incoming calls and correspondences; exercises independent judgment and responds accordingly; serves as an escalation point for support staff in resolving questions and issues.



Manages the Land Database, to include training authorized users, offering technical support, managing data, and ensuring that confidential information is only accessible to authorized users.

Conducts research to resolve operational questions and issues; creates standard operating procedures.

Provides input on program development, policy and procedures; makes recommendations to enhance the efficiency of administrative operations.

Prepares purchase and payment requisitions and other pertinent paperwork for processing payment; maintains financial records; assists with annual budget development and maintains departments records for tracking expenditures.

Reviews and approves land contract and agreements, in coordination with legal teams, surveyors and other stakeholders to process land transactions; ensures compliance with Tribal, local, state, and federal regulations regarding land use transactions.

Liaises with community members, tribal officials, state and federal government agencies, real estate professionals, community organizations and other internal and external constituents.

Prepares comprehensive and concise written reports for department leadership and for submission to regulatory bodies.

Maintains knowledge of rules and regulations and researches emerging legislation; enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.

Compiles and presents presentations and chairs meetings, as needed.

Performs other duties as assigned.

SUPERVISION EXERCISED:

Supervises personnel, which includes recommendation on hiring, discipline, work allocation, training, and enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

MINIMUM QUALIFICATIONS:

Associate's degree in business administration or Geospatial Science or Technology and five (5) years of job-related experience. Valid New Mexico driver's license with ability to meet



Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/ Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Ability to foster a collaborative and positive work environment.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of federal land tenure, realty law, federal Indian law, and Indian water rights.
- Knowledge of cartographic and mapping systems such as AutoCAD, ArcGIS and pathfinder.
- Knowledge of title records, documents, real property, interests, bureau regulations and policies, state and federal laws pertaining to leasing and rights-of-way, to assure that contracts can be approved.
- Knowledge of regulations, administrative procedures and terminology pertaining to real estate transactions.
- Ability to analyze situations and adopt appropriate courses of action.
- Skill in preparing, reviewing and analyzing operational and financial reports.
- Skill in operating various word processing, spreadsheets and database software programs in a Windows environment.
- Knowledge of computerized record keeping, encoding and manual records and search.
- Ability to communicate both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to be persuasive and tactful in controversial situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work independently and meet strict timelines.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to sit regularly, may need to lift at least 25 lbs. The employee is frequently required to use hands to finger, handle, or feel; walk; and reach with hands and arms. The employee is required occasionally to stand; stoop, kneel, crouch, or crawl; and talk or hear. climb or balance.

WORK ENVIRONMENT

Work is regularly performed in an office setting with a low noise level. Some outdoor work will occur with exposure to the natural elements. Evening and/or weekend work may be required.



EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date