

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Realty Manager

Position Number: 5579

Location: Complex

Issuing Date: September 7, 2011

Closing Date: Until Filled



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

This position is located at a centralized realty office of the Iowa Tribe of Oklahoma trust property. The incumbent is the realty manager and whose primary duties are to perform, advise on, plan, or direct one or more of the following functions: (1) acquisition of real property; (2) management of real property in (a) administration of Federally owned, Indian-owned, leased, or consigned property, or (b) preparation for disposal; or (3) disposal of real property.

The realty manager in consultation with the supervisor develops priorities, deadlines, and project assignments. Work presentations are of high quality that may require only minor changes by the supervisor. The supervisor considers the work technically authoritative and normally accepts results without significant change. Recommendations are evaluated in terms of availability of funds and other resources, broad program goals, impact on the real estate market in the area involved, or Iowa Tribal priorities.

Duties and Responsibilities

- This position is responsible for planning, organizing, and directing an overall realty program for Iowa Tribal governmental organization segment.
- Work involves planning and completing complex real estate transactions and property management activities such as investigate and analyze a wide variety of problems and questions to arrive at solutions, provide guidance on real estate principles, regulations, practices, methods, and techniques, and recommend new or modified policies.
- Incumbent may informally estimate the value of subject properties; negotiate or renegotiate terms and conditions of acquisitions; and make inspections to determine that work conforms to specifications and terms of agreements.
- Prepares and execute, or secure execution of appropriate documents or instruments to complete the acquisition.
- Grant easements; or issue leases, licenses, and/or permits for a variety of uses, both public and private. This may be land or space not in use by the Iowa Tribe of Oklahoma, such as grassy portions of land in buffer areas surrounding exterior boundaries or flood plains of water projects made available for agricultural uses or grazing.
- Incumbent may also identify unauthorized use of Iowa Tribal or Federally controlled property and resolve problems resulting from encroachments and trespass onto property, including referring disputes for court actions.
- Conducts surveys, and/or compliance inspections, typically to classify property and/or to confirm how it is being used. Inspections may also be part of evaluating performance of contractors and/or property managers.

Manages Iowa Tribal-owned property or Federally controlled such as:

- Leasing or authorizing the use of unused Tribal land to individuals or organizations for commercial, recreational or various other purposes after ascertaining that the purpose use is compatible with Iowa Tribe's mission.

- Conducts extensive inventories, utilization surveys, or compliance inspections of Iowa-owned property.
- Manages forests located on civil works projects which may involve conducting forest inventories, identifying stands of trees, interpreting data and developing long-range plans that meet the needs of multiple uses for the project.

Develop long- and short-range plans for overseeing substantial geographic areas with an extensive population; typically, a broad range of transactions; large inventories of Iowa Tribal-owned property with multiple tenants.

Incumbent plans and carries out successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training, or accepted real estate and/or contracting practices.

Knowledge, Skills and Abilities

Candidate shows a working knowledge or use of computers and automated systems supplements or replace time-consuming tasks typically associated with realty work; and must have the working knowledge to use and apply more than one automated system such as Excel and Word applications.

Candidate has an expert knowledge of commonly applied real estate principles, rules, regulations, and practices; and a general understanding of real estate markets to manage Federally controlled or Indian-owned property involving common or familiar uses, limited changes in client needs, and routine contractual problems to resolve.

Candidate has a working knowledge of Federal Trust principles, rules, regulations, and practices.

Limited knowledge of appraisal principles and practices to informally estimate value of property, typically using market data approach where there are numerous comparable properties, easily resolved questions of ownership, and few or no encumbrances.

Candidate has a basic knowledge of environmental laws and regulations to determine appropriateness of alternative uses of land or property in light of the presence of hazardous waste materials.

Familiarity with land surveying techniques, legal aspects of land descriptions, and drafting to interpret engineering drawings and illustrations and/or prepare legal descriptions of property and oversee the preparation of basic maps.

Physical Demands

Work requires some physical exertion involved in frequent onsite visits to project locations to conduct inspections of housing facilities, buildings, or grounds. It may require bending, walking, standing while inspecting or carrying light objects such as floor plans, sales or contract file folders, computer reports, or digests of sales.

Education Requirements

Incumbent must have a bachelor's degree or better from an accredited educational institute (post high school)/four-year college/university or graduate school of business. No less than three-years of recent mastery experience in realty management or related field.

CONDITIONS OF EMPLOYMENT

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.