

PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222



*****VACANCYANNOUNCEMENT*****

POSITION: LAND MANAGEMENT PROGRAM MANAGER

LOCATION: Land Management Office, Concho, OK

ISSUE DATE: December 1, 2016

CLOSING DATE: UNTIL FILLED

POSITION SUMMARY: The Land Program Manager is under the direct supervision of the Executive Policy Analyst. The Land Program Manager will work simultaneously with the Executive Policy Analyst and other personnel as assigned. The Land Program Manager will serve as the Tribes primary developer of Land Policy. As such the Land Program Manager will be responsible for the preparation of submission of fee to trust applications, submission of grants to federal, state, and private foundations that have funds available for land related programs that meet the needs of the Tribes. The Land Program Manager will be responsible for maintaining the inventory of existing land owned by the Tribes as well as undivided interests owned by tribal members.

DESCRIPTION OF DUTIES:

- Responsible for contacting awarding agencies to verify status of proposals or obtain information and responds to requests from awarding agencies.
- Serves as the Primary Contact for land related issues including Probate, Land Buy Back, Oil and Gas Leases, Farming and Grazing leases to the Tribes.
- Oversees the submission of programmatic reports on a monthly basis.
- Works closely with all federal agencies including but not limited to BIA, BLM, Army Corps, and tribal members holding undivided fractional interests in land within the Tribes jurisdiction.
- Responsible for creating written drafts of tribal policies for all land topics including but not limited to Probate, Zoning, Permits, Recordation and Information sharing, Land Buy Back, Oil and Gas Leases, Farming and Grazing Leases.
- Shall establish database or GIS system for tracking all land issues including but not limited to Probate, Land Buy Back, Oil and Gas, Tribal Jurisdiction, Farming and Grazing Leases.
- Monitors and ensures the land program is meeting goals and objectives and reporting requirements for potential grants/contract funding.
- Devise strategies to avoid and mitigate risk

- Represent Land Department in various settings in a professional and competent manner and devising a plan of action for program to program informational sharing pertaining to any mapping, records and data.
- Ability to work independently with little supervision.
- Must be available for all training required pertaining to the Land Management Office
- Must be able to coordinate informational community outreach meetings for tribal members and other land owners

QUALIFICATIONS: This position requires a responsible and reliable individual who is able to work independently with little supervision and make decisions concerning the organization of records and files. Incumbent should be able to follow directions, communicate effectively both orally and in writing. Some knowledge of maps, plans, and other data related to construction will be beneficial but not required. Have some knowledge in reality terminology, oil and gas, and leasing desired but not required, familiar with the Cheyenne and Arapaho Tribal lands.

- Hold a Bachelor's degree or Master's Degree and/or Managerial work experience in areas relative to Land Management, some college and/or related work experience or equivalent. Work Experience of five years or more in any of the following areas is preferred: Oil & Gas, Land Management & Real Estate, Energy, Natural Resource, Title & Abstract or Tribal Land Management.
- Must have knowledge in the operation of various office machines
- Computer skills and knowledge of Word, Excel, Access and other various applications
- Ability to communicate and relate to Indian, and non-Indian, communities
- Must possess a current Oklahoma State Driver's License and pass Background check
- Native American Preference. Must be able to pass background check as necessary.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

Office (405) 422-7498

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Toll Free 1 (800) 247-4612 ext. 27498



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