



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2845 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Real Property Management / Acquisitions Specialist
SALARY: DOE, less 5% during (90) day probation
REPORTS TO: Dan Brudevold, Land Property & Management Department Director
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: The incumbent in this EXEMPT position will work under the general guidance of the Land Property & Management Department Director to handle multi-disciplinary property management and real estate related development for the Confederated Tribes of the Colville Indian Reservation. Will work at a combination of Real Property Specialties including, acquisition, real property management, rights-of-way, appraisals, title escrow and the ability to do permitting for multiple projects with multiple regulatory bodies, overseeing lease negotiations for both residential and commercial projects. Will be expected to place the reservation into divided land classification for different development purposes such as: Timber, Ranching, Agriculture, recreational and commercial categories and strategically develop each for a separate purpose that captures all the economic rents.

MINIMUM QUALIFICATIONS (Education and Training):

- Bachelor's Degree from an accredited college or university with major course work in Real Estate practices or Public Administration, Economics, Business Administration or a related field AND 72 months of increasing responsible experience in real property management/real property acquisition. This must include three years of administrative and supervisory responsibility and three years of experience in acquisition and real property management (**TRANSCRIPTS REQUIRED**)
- Must possess one of the following licensure/certifications: Licensed Real Estate Broker, Real Estate Certification/License, or Certified Property Manager (attach copy of certification/licensure with application).
- Must possess and maintain a valid state Driver's License and be eligible for the Tribes' vehicle insurance.
- Must clear an extensive Tribal and Federal Background Inquiry as it pertains to the position and maintain clearance throughout employment.
- Experience must reflect familiarity with applicable Tribal, County, Washington State and Federal laws and Regulations.
- Experience reflecting ability to direct, coordinate and review real property appraisals to ascertain the market value of various classes of real property.
- Experience must reflect strong interpersonal and business communication skills
- Demonstrated experience with Real Estate and Business software.
- Experience reflecting ability to prepare property descriptions and complete instruments to conclude agreements, reviews, appraisals, titles and escrow instruments, purchase agreements and court documents, prepared by contractors, attorneys and others.
- Experience reflecting high level of organization and attention to detail.
- Must be able to deal effectively with property owners, tenants, attorneys, developers, real estate brokers, Tribal membership and the general public.
- Experience reflecting ability to prepare and present written and oral reports at the public and Business Council levels.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO MEET MINIMUM JOB QUALIFICATIONS WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: **Open Until Filled**, however, for consideration of first round of applicants, applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., Friday, April 24, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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Nespelem, WA 99155
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