



Human Resources
 11404 Moorage Way
 La Conner, WA 98257
 Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Land Manager

DEPARTMENT: Land Management Department

POSITION SUMMARY:

The Land Manager is responsible for managing certain properties owned by the Swinomish Indian Tribal Community, either independently or in coordination with other departments. This includes oversight of monitoring, maintenance and land stewardship of certain tribal properties, including forested, open space, residential and commercial properties. This position is supervised by the Land Management Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and ensures implementation of property use policies with a focus on environmental and land stewardship, and an understanding of all applicable regulations and laws.
- Ensures proper property inventory, monitoring, inspection and management of properties.
- Coordinates all aspects of repair and maintenance of certain tribal properties not managed by other departments, including prevention, analysis, implementation and resolution.
- Manages preparation and monitoring of program budget.
- Creates & oversees contracts, following Tribal procurement procedures
- Supervises program staff
- Coordinates with other departments and agencies to resolve any issues that may arise on properties, including trespass, encroachment, removal of derelict vehicles & vessels, illegal dumping and access issues.
- Provides regular updates on status of properties, projects and budgets.

- Because of the Tribe’s commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field such as land use or environmental planning, real estate, business, natural resource management or other relevant field, plus two years of related work experience, including property management, supervisory experience. Experience may substitute for education, where two years of relevant experience may substitute for one qualifying year of education.
- Working knowledge of property management or project management, plus some exposure to permitting
- Current and valid Washington State Driver’s License

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Highly motivated. Capable of working both independently and collaboratively, with the ability to set priorities and manage multiple projects while ensuring timelines are met.
- Ability to proactively and respectfully resolve challenging issues.
- Ability to effectively manage property inventory.
- Ability to establish effective working relationships with diverse groups and individuals.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment, with regular site visits as required.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks, and work will require bending, lifting and carrying up to 15 pounds, walking over rough, overgrown and uneven terrain.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
5. Occasional travel may be required as related to job functions and/or training opportunities.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Land Manager is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____
 Supervisor: _____ Date: _____