



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Jacob McArthur
DISTRICT I Henry Fox DISTRICT II Alrick "Son" Accobee DISTRICT III Laura Lee Erickson

White Earth Reservation Tribal Council Job Announcement

Position: Realty Leasing Coordinator
Location: White Earth
Pay: \$23.64

Benefits: Full

Open: 07-20-26
Close: 07-31-26
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the supervision of the leasing program, including leases, land assignments, property management, compliance, rights of ways, easements, service line agreements and other related activities of the Land Office to coordinate and execute land related actions with tribal clients and other tribal programs. This person will provide direct support to Management and have oversight responsibility for projects to increase outcomes.

Position Outcomes:

Provides duties outlined in workplan and as assigned by Manager to ensure compliance with applicable policies, procedures, codes, laws, and regulations with the administration of the leasing program.

- Analyze or search land records, title, or other recorded information to determine restrictions such as use covenants or other encumbrances, recorded rights-of-way, easements, liens, or other entries affecting title or land use.
- Analyze land records and other recorded information to identify transactions related to realty and land use including, but not limited to legal description, title status reports, NEPA for compliance to statutes, laws, regulations, codes/ordinances, policies/procedures.
- Assist to coordinate, develop, and update leasing policies that pertain to White Earth Land Office in accordance with regulations.
- Administers the leasing process with rights-of-way, easements, permits, homesites, lakeshore, business, agriculture, residential, recreational, and other leases, including resolutions authorizing these actions on tribal lands utilizing knowledge and expertise in real estate procedures.
- Administers departmental goals and objectives in accordance with program guidelines and overall objectives of the organization.
- Provides technical guidance to tribal staff, tribal members, tribal council, and the general public on all matters pertaining to leasing, permits, easements, etc. on Tribal fee and Trust lands.
- Coordinate land use planning as related to permits, compliance, and other agency jurisdictions.
- Implement policies and objectives set forth by the Land Manager as it relates to their scope of work.
- Assess the feasibility of proposals and identify necessary changes.
- Provide continuous efforts to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Provide directions to staff and public where required for compliance to applicable tribal, federal state and local government regulations.
- Review, make and revise contract/lease agreement with potential clients.
- Provides limited mapping services and information to the department and clients, including boundaries, addresses and other information using ArcView GIS.
- Routinely performs on-site inspections, investigates complaints, disturbances, and violations for compliance/abandonment for leased/assigned properties analyzing the data, formulating detailed reports and initiate corrective measures.
- Maintains available homesite parcel list.

Supervises assigned staff in areas related to leasing, easements, and compliance to ensure internal policies and procedures are followed.

- Supervises everyday activities related to assigned staff in land office.
- Coordinates staff for compliance documentation and assemble information, files, and legal documents to assist law enforcement on non-compliance cases to resolve problems.

- Supervises and coordinates the maintenance of land records, files, and databases with accuracy for all tribal land records by coordinating assigned staff with scanning documents, tracking leases and assignments, prepare letters of correspondence or rental collections as it pertains to tribal leasing or department policies for all leases, assignments, permits, easements, rights-of-way, zoning, and other land related leasing documents for the department.
- Responsible for the supervision of space/subleasing, land use plan/permitting of tribal members and tribal properties.
- Directs staff to ensure program objectives are met.
- Train new and current staff on all policies and procedures.

Supervise the operation, administration, maintenance, and improvements on leased, assigned, and other tribally owned properties.

- Supervise, coordinate, and administer with other department staff the land assignments, permits, easements, service line agreements, rights-of-way, tribal resolutions and other authorizing actions on fee and trust lands.
- Coordinates agriculture leasing with the Tribal Agriculture program to achieve program goals and compliance with policies, procedures, and regulations.
- Supervises and coordinates the compliance of all leased properties with compliance staff and other leasing staff to ensure compliance with all regulatory requirements, and other contract terms.
- Supervision of the disposal of properties to be Auctioned, Deconstructed, or Demolished.
- Evaluates information for accuracy and conformance to regulatory requirements. Studies laws and statutes to determine the nature of code violations and type of action to be taken.
- Formulates programs and/or policies to enhance program objectives or alleviate any deficiencies.
- Comply with applicable local, state, federal and tribal guidelines.
- Assist and supervise the administration of the Tribal Land Use Plan and Zoning Code.
- Supervises the administration of business/commercial leases and property management, including but not limited to analyzing inventory, potential buildings, marketable housing, industrial spaces, potential lease terms, market suitability, valuation, negotiation, routine monitoring of commercial/industrial spaces using well defined procedures.
- Coordinates with financial personnel to gather reports and statistics as needed.
- Directs, plans, and implements policies and objectives of the organization as they relate to their department.

Creates and initiates short-term and long-range goals and recommendations affecting assigned department or program goals to organizational objectives.

- Implements policies, procedures, and objectives of the organizations as they relate to their department.
- Monitors and measures ongoing progress for establishing goals.
- Assists with master planning to support tribal land use goals, and on project feasibility, cost-effectiveness, regulatory conformance, and possible alternatives.
- Directly support management in development of goals, policies, procedures, and program improvements.

Creates and completes reports, manages filing systems and recording to ensure compliance with rules and regulations for agencies, both internal and external.

- Gathers, compiles, tracks, and ensures accurate and complete information is contained in reports.
- Ensures quality performance of records management, permits, property management, leases, assignments, easements, rights-of-way, and zoning.
- Prepares, organizes, and maintains records to document activities, recommend actions, provide reference materials, and prepare technical and evidentiary reports and correspondence.
- Uses computer system to encode and retrieve client files.
- Provides services for preparation and maintenance of permanent records of tribal lands.
- Maintains land databases, scanning documents, and tracking active and inactive leases and assignments.
- Able to access and assist with BIA TAAMS system to ensure accurate records between agencies.

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Maintains a good rapport with staff, organizational employees and external sources including tribal, local, state, and federal representatives.
- Prepares written proposals and correspondence necessary for communications with state, federal and other tribal offices using minimal supervision.
- Proofreads all work for completion, accuracy, and appropriateness.
- The position has been designated and verified by the White Earth Reservation Tribal Council as an approved position for fisheries percentage.

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of billing practices
- Knowledge of realty, tribal land development, tribal land historical outcomes and the various functions of Land and other Natural Resource departments.
- Knowledge of land usage in maintaining economic recreational, sustenance and traditional use of tribal land, plus inventory and monitoring various species.
- Knowledge of the various principles, practices, procedures, codes, ordinances, land use techniques, laws, and regulations pertaining to property management, tribal lands, and public policy.
- Knowledge of Tribal Government, Bureau of Indian Affairs, State, and Federal policies, rules, regulations, and statutes.
- Knowledge of effective public, business, and community relations techniques.
- Knowledge of leasing, deeds, easements, contracts, tenant leasing, appraisals, rights-of-way, service line agreements, permits, assignments, recording procedures and other realty related documents.
- Knowledge of the National Environmental Policy Act and the White Earth Environmental codes and ordinances.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of the Bureau of Indian Affairs TAAMS system
- Ability to obtain the proper clearance to access the BIA TAAMS System to navigate land documents.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (work, Excel, PowerPoint, Outlook, Teams) Greenshades, Laserfiche, Paramount, GIS, TAAMS and other related software.
- Skilled in the operation of a variety of equipment, machinery, and tools, observing all safety precautions.
- Ability to communicate with other related agencies, professional personnel, federal and state offices, co-workers, supervisors, tribal officials, and the general public.
- Ability to communicate, both oral and written.
- Ability to read, analyze, and interpret professional journals, technical procedures, case studies, contracts, laws, acts, rules, ordinances, codes, and regulations that apply to tribal lands.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to read plats, maps, surveys, building plans and legal descriptions.
- Ability to identify, prepare, and implement a management plan for maximum usage of land, harvest, and production.
- Ability to maintain accurate records, complete reports, and keep files current.
- Ability to organize work efficiently, be flexible with a strong work ethic, ability to multitask and work independently, and oversee a minimal number of staff, sometimes working odd hours of the day.
- Ability to use reason and good judgement to problem solve.
- Ability to conduct in-depth research for lengthy periods of time reviewing land documentations.
- Ability to travel to meetings, land/site reviews, and other functions on behalf of the White Earth Land Office.
- Ability to assist in budget preparation.

Qualifications:

- Prefer a bachelor's degree in business management or related field
- Associate's degree in business management or related field
- Four (4) or more years' experience working with Tribal Realty, and two (2) years' experience in Real estate development, Land Management, Property Management, or related field; or equivalent combination of education and work experience in Real Estate Management.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council

Attn: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications: www.whiteearth.com

EEO with Native American Preference

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.

Background Checks performed

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343