

NORTHERN CHEYENNE TRIBE  
NORTHERN CHEYENNE LAND BUY-BACK PROGRAM  
JOB ADVERTISEMENT  
2018

**POSITION:** Lead Outreach Worker (full-time)

**SALARY/WAGE:** \$30/Hour

**DEPARTMENT:** Land Buy-Back Program

**SUPERVISOR:** Tribal Administrator

**OPENING DATE:** June 1<sup>st</sup> 2018

**CLOSING DATE:** June 8<sup>th</sup> 2018

This position is a 7-8 month position with the possibility of a Department of the Interior (DOI) approved extension contingent upon completion of scheduled program activities.

**How To Apply:** Submit a completed application, Resume', (3) references within the past year, Tribal certification (If claiming Indian preference, DD214 (If claiming veterans preference), copies of certifications, transcripts and current Montana Driver's License to: Northern Cheyenne Tribe, Attention: Human Resources Director, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT 59043.

**ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:** The Lead Outreach Worker will serve as the main administrator of the Tribal Land Buy-Back (LBB) Office and will coordinate all office efforts, supervise all employees, serve as the liaison between the LBB office and the Bureau of Indian Affairs (BIA), Acquisition Office, Office of Special Trustee (OST) and the Department of the Interior (DOI) Land Buy-Back Program. This employee will report on the Tribe's LBB Program to the Tribal Council. Other major duties will include the protection, conservation, and prudent utilization of Northern Cheyenne Indian land records and databases within the LBB Buy-Back Program. Duties include review of complex or completed real estate transactions prepared by subordinates and prepare decision/determinations. Consults with Tribal members and interested parties regarding LBB options, documentation and other conveyance activities. Performs research, analysis and review of conflicting problems and issues with parcels and provide solutions and findings/recommendations. Provides supervision to associate outreach workers.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs management level supervision, duties and responsibilities requiring considerable accuracy, completeness and efficiency. Requires skillset

in analyzing land records, ability to verify fractionation of prioritized tracts of land interests and market values to sell back to the DOI on behalf of the Northern Cheyenne Tribe

**Essential Contacts:** Frequent contacts may include, but not limited to, the BIA-Acquisition Office, Office of Special Trustee, DOI-Land Buy-Back Office, Northern Cheyenne Tribal Council, Tribal Treasurer, Rosebud and Big Horn County Assessors Offices, Tribal members and other potential willing sellers.

**Supervision:** Work under the general supervision of the Tribal Administrator.

**Essential Functions:** Position requires previous experience in the daily administration and oversight of program personnel, ability analyze numeric data, ability to read land descriptions and review financial real estate information.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Oversees the LBB Program budget and provides financial management of the Northern Cheyenne LBB budget and approves payroll and program expenditures.

Works with the Tribal Treasurer's office to facilitate drawdowns for program operations and land purchases.

Provides direct supervision and management level coordination to program staff to ensure the goals and objectives of the LBB Program are being met.

Approves the media outreach plan for each Northern Cheyenne Reservation District to inform Tribal members of the benefits of the LBB Program.

Attends all Reservation District meetings to respond to all questions in reference to the LBB Program.

Reviews all the fair market estimates and final real estate appraisals provided by Outreach workers to complete the land purchase between Tribal member(s) and DOI for Transfer to the Northern Cheyenne Tribe.

Other duties as assigned.

### **JOB REQUIREMENTS:**

**Knowledge:** Demonstrated experience in the processing of conventional Tribal realty transactions and practices is essential. Must be familiar with established real estate practices

Approaches, routine negotiating techniques and strategies and ability to analyze market sales data. Incumbent must have knowledge of Tribal land management principles to insure the best interests of both the beneficiary/Tribal members and Tribe are protected.

**Skills:** The position requires skills in the coordination of activities, implementation of computer, including spreadsheets and word processing software.

**Abilities:** This position requires the ability to conduct public meetings, present information and data in a readily understandable manner. Present reports to the Northern Cheyenne Tribal Council on a regular basis. Establish effective working relationships with the administration, Tribal Council, program directors, fellow employees and the public.

**Other:** The Tribe's LBB Program prefers applicants with Four-Wheel-Drive Personally Own Vehicle (POV) for field work, for example, transporting into the field potential willing sellers into who desire to view land tracts they have land interests in. The DOI Land Buy-Back Program has not confirmed allowance for lease of a Program vehicle(s) for outreach activities.

### **EDUCATION AND EXPERIENCE**

The above knowledge, skills and abilities which are held inclusively as part of the education and experience requirement are typically acquired through a combination of education and experience equivalent to:

- Bachelors of Science in Business Administration, Public Administration, Civil Engineering or Land Realty/Use.
- Must possess a valid Montana Driver's License.
- Must be insurable under the Tribe's insurance policy.
- Must agree to and sign a waiver for pre-employment alcohol/drug testing.
- Indian preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.