

# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### **PROPERTY MANAGER**

Realty, Wadsworth, NV

\$38,084.80 - \$40,019.20 Per Annum; Full-time, Exempt

Class Code 524, Grade 20, Step 1-3 Depending on Experience

**JA 19-006**

**Date Posted: 1/22/2019**

**Date Closes: 2/26/2019**

**DEFINITION:** Primarily manages real property owned by the Tribe and coordinates new real property acquisitions and resale events in conjunction with the Tribal Comptroller and Water Right Acquisition Program (WRAP) Committee members pursuant to the Truckee River Water Quality Settlement Agreement of 1996 (WQSA). May engage in Tribal land exchanges to acquire fee patented lands within and contiguous to the Pyramid Lake Indian Reservation.

### **DUTIES AND RESPONSIBILITIES:**

Provide general oversight of Tribal owned property assets including real property. Assure coordination of contractual obligations with Tribal program objectives and work closely with Tribal sub-contractors.

Attend meetings related to the WQSA, WRAP, real property management and ongoing lands or real property exchange opportunities on behalf of the Tribe.

Provide monthly reports to the Tribal Comptroller and Water Resources Director including the following: 1) Vacancy Report; 2) Tenant Rent Roll; and 3) Accounts Receivable Aging Report Analysis.

Oversee management of all acquired properties through the WRAP or through the land exchanges and/or lands or real property acquisitions, and assure the payment of taxes, TCID O & M fees, and other related property or title fees. Coordinate and manage liability and fire insurance, arrange for security, inspections, possible leasing of properties and provide oversight for repairs and general maintenance and service of properties as necessary.

Coordinate and manage the disposition of properties through brokerage functions for the liquidation of WRAP acquired properties in developing and utilizing a water right and property database for retrieval.

Manage land exchanges to exchange surveyed public lands in Nevada for interests in fee patented lands, water rights, or surface rights to lands within or contiguous to the exterior

**DUTIES AND RESPONSIBILITIES (cont.):**

boundaries of the Pyramid Lake Indian Reservation. Submit the appropriate applications to convert fee patent lands to trust status.

Research property ownership by contacting landowners, attend negotiations with landowners, review title reports, coordinate with real estate counsel, and oversee escrows and closings in connection with the land exchange.

Prepare a variety of analytical and program reports and make effective verbal and written presentations to the Tribal Council, appropriate advisory committees, or to the Tribal Administration.

Coordinate financial operations of the properties ensuring that taxes, insurance premiums, and maintenance bills are processed. Prepare periodic reports on property status, occupancy rates, lease terms, lease compliance and other property matters.

Monitor performance of contractors and investigate and resolve complaints from residents and tenants when services are not properly provided. Requisition for supplies and equipment needed for property and make arrangements for repairs.

Understand provisions of legislation, such as the Americans with Disabilities Act and the Federal Fair Housing Amendment Act, as well as local housing policies and regulations, the Federal Lands Management Act and the Nevada Revised Statutes.

Prepare budget, analyze insurance coverage and risk options, market the property to prospective tenants, and negotiate contracts for purchase or for the lease of property( s).

Conduct research of water rights sale agreements and legal chains of title and status for water rights by utilization of records at the offices of the County Assessor, County Recorder, State Engineer and Federal Water Master, or any appurtenant documents individually owned to the dedication of those water rights.

Work with Tribal consultants to draft original correspondence and complete existing forms pertaining to water rights, such as option agreements, change applications, transfer applications, proof of beneficial use (certification), and extension of time and completion of work.

Submit and/or record resulting file documentation and correspondence with the appropriate federal, state or local agency.

Conduct investigations, develop information through field studies, and analyze all data provided by third-party appraisers of real property to process the acquisition of water rights and real property.

Perform assignments in all facets of the realty administration with special emphasis and primary responsibility in procurement and property management.

Perform other related work as required.

### **MINIMUM QUALIFICATIONS:**

Knowledge of: Bookkeeping s related to real property management; Tribal programs relative to management of trust lands; Tribal policies and procedures; Tribal resolutions; contractual and grant obligations of the federal funding system; Congressional appropriations; basic construction codes.

Skilled in: use of computer systems and software programs, including spreadsheets.

Ability to: communicate effectively both orally and in writing; make public presentations and to exercise independent judgment; establish and maintain an effective working relationship with Tribal and Federal government and community leaders, individuals, organizations, and other Federal, State and local representatives; interpret and apply laws and regulations, Tribal policies and guidelines to grants, contracts, cooperative agreements and the payment system under Tribal guidelines; gather, analyze, and summarize data using a variety of computer models and technical software applications; read and interpret title reports, plat maps and legal descriptions of properties to determine the interests of owners in all tracts of land in all applied land transactions; deal with the public in a courteous and respectful manner; work professionally with diverse tenants; prepare concise and complete technical reports, analytical reports, statistical information and materials; observe the rules of confidentiality in the retention and dissemination of privileged information.

Must possess a valid Nevada driver's license and be insurable under the Tribe's vehicle insurance policy.

### **REQUIRED EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university in business administration, finance, real estate, public administration, or related fields. At least two years' experience in real property appraisal work or demonstrated experience in real estate and/or property management. Licensed real estate sales person or broker preferred. Related education/training can be substituted on a year-for-year basis, but for no more than half of the required experience.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 1132/1120/1119.

<p>The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.</p>
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*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*