



Spirit Lake Tribe  
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Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	Director	<b>Open Date</b>	April 24, 2025
<b>Program:</b>	Tribal Realty	<b>Close Date</b>	Open Until Filled

**Position Objective:** This position is responsible for management and oversight of all functions of Tribal Real Property Management, as it pertains to Tribal lands on the Reservation which includes surface and minerals on the Spirit Lake Reservation. The service area consists of more than 245,141 acres of fee, trust, tribal and government land used for agriculture, grazing, commercial, industrial, and residential purposes.

Work is performed and duties are carried out in accordance with established policies and procedures.

#### Major Duties & Responsibilities

- Plans, develops, organizes, and directs activities to carry out the goals and objectives of all functions of the Tribal Real Property Management, as it pertains to Tribal lands on the Reservation.
- Establishes internal operating procedures and develops internal tracking systems and additional safeguards as necessary to protect all Tribal Lands, assets, employees, and Tribal property.
- Hires, trains, assigns, schedules, directs, supervises, evaluates, and disciplines employees.
- Maintains knowledge of the legal requirements and government reporting regulations affecting programs/functions and ensures that policies, procedures, and reporting comply.
- Develop the operating budget; allocate funds, control costs, and modify as needed.
- Negotiates leased and purchased property terms and manages the maintenance of collections and auditing of funds of leased property owned by the Tribe.
- Oversees the development and negotiations of all real estate contracts to ensure contracts are fully executed.
- Through interactions with multiple departments, Tribal Council, and Federal agencies, monitors, assists and manages activities and suitable usage of open space, trust lands, range, fee lands and grant lands owned by the Tribe.
- Responsible for technical work involved in all conveyances of Tribal lands and acquisitions of non-trust lands; contact with landowners on proposed sales or purchases; examine land sale forms for completeness; ensure appraisals and title status reports are requested; examine all sale documents before submission to the Bureau of Indian Affairs (BIA) Realty Department for approval; responsible for correct distribution of land sale funds.
- Advise the Tribal council in determining the route of action, for approval on all complex, difficult assignments and decision making in the areas of land purchases and utilization of lands.

- Counsels and plans economic development of proper usage of trust land, to an excess of 10,000 Indian people who own land on the Spirit Lake Indian Reservation; project future infrastructure needs and the availability of related resources, such as utilities.
- Responsible for the processing of leases and land sales purchases of trust and fee lands; ensure activities are carried out in accordance with governing regulations; monitor the progress of land transactions to be prepared, completed and routed for approval to the Superintendent; ensure proper billing of rents due and disbursements of funds collected on Tribal lands; communicate with landowners and permittee on matters needing special attention; resolve problems that may arise; meet with the Tribal Council and land owner to discuss plans for the use and management of their lands, including proposed home sites.
- Maintain the centralized computer record keeping system on Tribal lands; ensure data accuracy; record acreage owned, revenue to be received, uncollectible leases and fees.
- Meet with tribal representatives, other tribal departments, and BIA officials to discuss plans for use of Tribal land; initiates, prepares, and presents land activity reports to the Tribal Council, committees, organizations, and other entities as necessary.
- Works in collaboration with tribal officials concerning land use plans; maintains records reflecting tribal owned lands, use of lands, income from various types of leases and permits.
- Determines whether provision of securing documents offered in lieu of lands, such as accumulative investments certificates, assignments of bonds, savings accounts, time certificates of deposits and similar documents meet the requirements of leases.
- Responsible for an effective program to lease lands not utilized by the tribe.
- Coordinates sub-surface leasing activities with other Federal and State agencies in providing or making examinations of areas subject to proposed surface and sub-surface exploration of oil, gas coal, sand, gravel, and other minerals.
- Compile pertinent data for purchasing fee land and houses including requesting appraisals; checking county records for ownership and acreage; creates, composes, edits and/or produces deeds, applications, documents for purchasing and selling to tribal enrolled members.
- Plant, seed, prune, irrigate, and harvest crops; pack and load for use/shipment
- Irrigate farm soil and maintain ditches or pipes and pumps
- Apply fertilizer or pesticide to solutions to control insects, fungi, and weeds
- Move plants, shrubs, and trees with wheelbarrows or tractors
- Repairs fencings and some farm equipment.
- Operate and service farm machinery and tools.
- Performs related duties.

### **Knowledge, Skills, and Abilities**

- Knowledge of federal, state, and Tribal concepts, principles, laws, regulations, and practices in dealing with land related matters, including Environmental Protection Agency requirements.
- Knowledge of regulations governing leasing contracts, probate laws and procedures, and other real property matters.

- Knowledge of prescribed legal procedures for management of tribal land and resources on reservations.
- Knowledge of the land management functions including acquisitions, disposal, leases, rights of way and other permits involving tribal lands.
- Knowledge of petroleum and mineral industry practices, terminology, and technological advances.
- Knowledge of management principles and practices, budget preparation and finance.
- Knowledge of computers and job-related software programs.
- Ability to interpret legislation and give recommendations.
- Ability to give direction over areas of responsibility.
- Ability to set priorities and monitor compliance.
- Ability to work independently and exercise independent judgment.
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions.
- Ability to prepare and give oral and written presentations.
- Ability to represent diverse viewpoints.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to organize the multiple demands of the job.
- Skill in advising on the feasibility and/or legality of land management functions and transactions.
- Skills in reading plats, maps, and lease descriptions.
- Skills in operating a calculator for computing acreage and fractional interests.
- Skill in researching land records to search for information needed.
- Skill in exercising good judgment and creative problem solving.
- Skill in developing and making effective presentations.
- Skill in project management, establishing priorities, planning, and organizing work.
- Skill in employee management and supervision.
- Skill in problem solving, negotiation, resolving disputes, and interpersonal relations.
- Skill in use of personal computer and a variety of job-related software applications.
- Skill in oral and written communication.
- Skill in the maintenance of files and records.
- Farming Operations: awareness of agricultural processes and the farming industry.
- Aware of current developments in pesticide use, irrigation and strategies to improve cultivation, harvest, storage and transportation.
- Analyze various types of farm equipment and decide which machines matches requirements of duties.
- Knowledge of problem-solving skills to increase the yield of the crops, assuring the best possible harvest for a season regardless of unexpected weather or other scenarios.
- Ability to use interpersonal skills in negotiation of better pricing of crops or other products, and forming a community of shared resources, equipment or supplies; communicate better with clients and community.
- Skill in time management for the farming season, recognizing opportunities and acting on them, managing time effectively and consistently.

- Knowledge of farm equipment, how to operate various farm machinery, and small repairs if needed.

### **Physical Demands / Work Environment**

The work can be sedentary or physical. Typically, the employee sits comfortably to do the work. However, there will be some walking; standing; bending; carrying, driving, farming, lifting. The employee must be able to read, write, speak, and hear.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Supervisory and Management Responsibility**

This is a management position with responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions. The employee is accountable for the effective and efficient management of the work to achieve goals and objectives. The employee usually receives limited guidance in the form of approval/denial on matters of policy, service levels, goals, or objectives from higher authorities.

### **Qualifications, Experience, and Education required:**

- Associate degree in business administration, Public Administration, or related field of study.
- Bachelor's Degree in Agriculture or Agricultural related
- Five (5) years of progressively responsible relevant experience sufficient to perform the essential functions of the position, involving one or more of the following areas: land acquisition and administration, development, planning, fee to trust, grants management.
- Three (3) years supervisory/management experience.
- Possession or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must be insurable under the Spirit Lake Tribe driving policy.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.
- Three (3) years' experience in operating farm machinery
- Three (3) years' experience of farming practices and agriculture

<b>Job Role:</b>	Director	<b>Department</b>	Tribal Realty
<b>Status</b>	Full-time	<b>Supervision</b>	Tribal Council
<b>Grade</b>	20	<b>Manages Others:</b>	yes
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non-Exempt
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		