



<b>Job Position:</b> Land Manager	<b>Status:</b> Full-Time/ Exempt
<b>Division:</b> Administration	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> December 22, 2021	<b>Closing Date:</b> January 5, 2022

## **Job Description**

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### **Summary:**

The Tunica Biloxi Tribe Land Manager is responsible for oversight and management of the tribal lands in support of Programs, Services, Functions and Activities (PSFA's). The Land Manager will sustain the health, diversity and productivity of the Tribe's land for use of present and future generations. The Tribal lands will be developed to maximize opportunities to promote healthy and productive lands that create wealth while supporting traditional land uses.

### **Essential Duties and Responsibilities**

- Coordinate and oversee the stewardship of all tribal lands to maximize the PSFA's while balancing the environmental impact of the PSFA's.
- Plan, develop and implement land use projects which support the PSFA's of the Tribe by coordinating with federal, state and local extension agencies.
- Conducts research and analysis through interviewing Tribal management to prepare long range land use plans
- Negotiate agreements to provide access to roadways to improve transportation, efficiency and safety for the Tribal lands.
- Prepare specifications for, oversee, monitor and report to grant agencies on contracts for land and transportation projects.
- Negotiate agreements with external partners to cultivate tribal lands and maximize return on PSFA's within tribal environmental standards.
- Oversee special land projects such as community gardens and agricultural safety programs.
- Assist in the preparations of grant contract proposals to funding agencies for tribal land use purposes.
- And all other duties as assigned.



### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Proven ability to maintain cooperative working relationships with others in the workplace and the community
- Ability to maintain a high level of professional and technical knowledge of sustainable land management practices
- Proven ability to manage large projects, analyze data and report trends using the GPS/GIS database.
- Highly detail-oriented, analytic, energetic and self-motivated individual
- Proven ability to set and manage expectations with competing priorities to achieve objectives

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must possess effective communication skills, excellent writing skills, outstanding phone etiquette, and excellent interpersonal skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

- High School diploma or GED required;
- College level courses in land management a plus;
- 5 years verifiable experience operating heavy equipment
- Minimum 7 years' experience leading or participating in management projects such as: farming, surveying, road construction, environmental restoration projects, timber cruising
- Must be computer literate

### **Certificates and Licenses:**

- Must possess a valid State Driver's license
- Must have or be eligible to receive a CDL
- Candidates must successfully pass a criminal background check.

### **Supervisory Responsibilities:**

This job has supervisory responsibilities.



## **Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand; walk; sit for extended period of time. Use hands to manipulate, handle, or deliver packages of materials weighing 50 pounds or less; reach within arm's length.

*This duties and responsibilities listed are not an exhaustive list of all duties and responsibilities associated with the job. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.  
Proof of tribal citizenship is required to be deemed preference eligible.**

## **Disclaimer:**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

## **Selection Process:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

## **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.



**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana**  
**Attn: Human Resources**  
**P.O. Box 1589**  
**Marksville, La. 71351**  
[HR@tunica.org](mailto:HR@tunica.org)

