



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Land Office Section Manager		
Department:	Division of Resource Management and Protection (DRMP)		
Employment Status:	Exempt	Grade:	E4
Opening Date:	September 10, 2021	Closing Date:	September 27, 2021

Job Summary

Accomplishes Tribal land objectives by planning, organizing, and supervising all functions. This position is supervised by the DRMP Director.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Works in collaboration with the Director to establish, implement, and communicate goals, objectives, policies, and procedures for the Land Office.
- Oversees daily operations of Land Recordation;
- Accepts home site/land assignment applications; develops paper and digital files for all applications.
- Creates and produces survey documentation.
- Creates time lines from tribal archives in case studies.
- Oversees, inspects, and ensures correctness of all home site surveys conducted.
- Develops weekly staffing schedule and daily assignments to staff.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the needs of the community and grants.
- Seeks grants to augment funding for the program; Manages all contractual agreements between federal, state, and local agencies.
- Primary liaison with other MAT departments.
- Prepares resolutions and meets regularly with Tribal Programs Committee.
- Acts as liaison between Executive, Legislative and Judicial branches of Tribal Government in all land assignment matters.
- Conducts field visits with applicants as needed.
- Creates readable maps from gathered information for public and interdepartmental collaboration using surveying programs.
- Collects and analyzes data; prepares scheduled and special reports; prepares and presents reports on the status, activities, and plans for current and future operations.
- Maintains program/project files, records and statistical information; all land assignment files and records will be maintained in both the original paper format and digital format, in order to prevent loss of files.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Ensures that all safety and compliance requirements are met.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Bachelor's Degree preferred.
- Five years land surveying experience; three years in a managerial capacity.
- Computer and database skills required.
- Knowledge of Pathfinder, ArcMap, AcrCatalog, ArcSDE file sharing, PacSoft and Access Data Base.
- May be required to have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of cartographic/mapping systems and related software use and application.
- Knowledge of mapping symbols, standards, and terminology.
- Knowledge of basic surveying techniques, principles and proper safety techniques.
- Knowledge of surveying calculations with a hand held calculator and familiarity with Auto-CAD, surveying software and Topcon GRS-1 surveying equipment.
- Knowledge of design techniques involved in the production and use of precision technical plans, blueprints, drawings and models.
- Knowledge with fieldwork associated with surveying; traverse topographic, contour, leveling and other related surveying duties.
- Knowledge of the proper care and operation of all surveying and drafting equipment.
- Skill in budget preparation and administration.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in operating computers, equipment and office machines.
- Skill in preparing reports and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand; walk; and talk or hear. The employee occasionally is required to sit; and taste or hear. The employee must frequently lift and/or move up to 50 pounds.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.