

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Tribal Realty Manager  
**Reports to:** Tribal Chairman  
**Status:** Exempt or Non-Exempt  
**Background Check:** Category 3 Public Trust

### **SUMMARY:**

The Realty Manager manages all transactions involving the lands held by the Tribe 100% and makes recommendations on those lands in which the Tribe holds majority interest along with allottees' that are under the jurisdiction of the Tribe that are managed by the Bureau of Indian Affairs. The Realty Manager's responsibility is to protect and improve the trust assets of the Sisseton Wahpeton Oyate and other Native Americans under the jurisdiction of the tribe.

The Realty Manager is to be involved in all communication and decision-making associated with the aforementioned transactions and to establish and maintain accurate record keeping of such transactions.

The Realty Manager will supervise, evaluate, and restructure as needed for all staff within the Realty Program and Buffalo Management.

The Realty Department and Natural Resources staff work together to ensure the protection and conservation of the land and natural resources

The Realty Manager is responsible for 638 Federal Contracts that impact the land transactions within the department such as the Appraisal contract.

The role of this position is to ensure the protection of the interests of those who benefit from the trust, i.e. the Tribe or individual.

### **Duties and Responsibilities:**

#### **Management**

The Realty Manager will provide direct supervision of nine or more employees which includes but not limited to: Time matrix completion, process ears, evaluations, workplace approval session, and facilitate solutions to staff issues. Identify and eradicate deficiencies within the department. Oversee budget management of all accounts for Realty and Buffalo Management. Provide monthly reports to Tribal Council and Reservation Planning Commission. Provide annual report to General Council.

## **Tribal Vue Database**

Administer direct oversight of the Tribal Vue database system. Track data importation, generate statistical reporting, and ensure accurate recording of realty transactions. Provide technical assistance to staff users and coordinate upgrading as needed to create efficiency.

## **Leases**

The Realty Manager oversees the contract management of leases, administers leases, business leases, home site leases, Use permits, easements and right of way, Land Sales, Land Purchases, Land Exchanges following 25 CFR parts 151, 152, 162 166, 162 and 169 and P.L. 93-491 (October 26, 1974)

The incumbent will ensure that leases, permits, easements and /or right of way are issued at or above fair market value for the use of the land. Works closely with BIA personnel on right of way issues and permits.

The Manager will review the lease on the following: land description, NEPA, conservation stipulations, and other clearances to ensure compliance with statutory authority, laws, regulations, tribal ordinances, policies, and procedures before submitting to Chairman for approval.

Analyze request for use of Indian-owned trust & fee lands, determine the compatibility of proposed uses with Sisseton-Wahpeton Oyate's mission and owner needs, resolving routine lease-related problems that may arise with owners or leases/agreements, negotiating or assist in negotiating terms and conditions in authorizing documents to determine responsibility for resolving conflicts or problems, etc.

Consult lessees/other land owners and other interested parties about the contracting process, options, and other needs and documentation. Researches, analyzes and reviews routine problems and issues; provides finding and recommendations on problems/issues; provides guidance and direction to staff members and owners on finding and recommendations.

Prepare or oversees the preparation and publish an advertisement for lease/contract. Identify lands available for lease from expiring leases or through review of idle land reports. Analyzes the transaction, including the application, land description, appraisal, NEPA, TSR, and other clearances to ensure compliance with statutory authority, laws, regulations, tribal ordinances, policies, and procedures.

Negotiate all Tribal and BIA expiring leases according to the Land Lease Management Policy. Make recommendation for contract approval or disapproval. Completes approvals / disapprovals / awards. Notifies interested parties of approvals /disapprovals / awards / leases. Ensures all parties are in compliance with the terms and conditions of the contract

Makes sure lease compliance officer tracks and evaluates compliance issues and makes recommendations of corrective actions to the manager. Manager will take appropriate corrective action in response to violations (e.g. cancellations, penalties, reclamation, etc.) The Manager will resolve routine lease related problems that may arise with lessee on negotiating terms and conditions to reach a resolution.

The Manager along with the Natural Resources Manager will analyze request for use of Indian owned trust and Fee lands, determine the compatibility of proposed uses with Sisseton-Wahpeton Oyate's mission and owner needs. Approve grazing plans, ag plans and conservation plans as needed to remedy operator issues. Refers land fencing and water requests to the Natural Resources Department.

### **Land Sales, Purchases, Exchanges, Partitions, Fee to Trust, and Appraisal 638 Contract**

The Realty Manager is to oversee and be involved in all communication and decision making associated with Land Sales, Land Purchases, and Land Partitions and Land Exchanges in the management of trust and Fee lands of the Sisseton-Wahpeton Oyate. Provide assistance to land owners, as well as Agency, staff and management for complex realty transactions.

Examines legal documents for the purpose of ascertaining ownership status. Research the legal status of all trust lands on the Lake Traverse Reservations, ownership interests, description of right-of-way and easements for each parcel of subject property being reviewed/ documented.

Communicates with land sale applicants, operators, land owners and interested parties regarding the process options, documentation and other needs that may be associated with land sale/exchange activities. Update, rewrite, and carry out the Sisseton-Wahpeton Oyate Land Acquisition Policy.

Review land transactions to provide assistance and/or advice in the processing of Fee-to-Trust acquisitions, gift deeds, fee patents, trust patents, partitions, deeds, correction deeds, affidavits and/or other requests. Provide oversight in the preparation of necessary documentation, resolutions, title commitments, insurance, tax receipts for Fee-to-Trust transactions.

Maintains the Appraisal MOU 638 Contract/scope of work and works with the Office of Special Trustee and BIA Superintendent to be up to date on comparable prices to perform desk appraisals on land sales. Reviews appraisals to determine whether appraisal principles, techniques and procedures are used properly by staff appraisers and fee appraisers, and whether appraisals conform to federal laws and regulations. Provide quarterly and annual reports to office of appraisal services. Maintain the appraisal log and the completion of annual review and closeouts.

### **Buffalo Farm**

The Realty Manager will oversee the management of the Tribal Buffalo farm and haying operation for the Buffalo. Must manage, track and report the buffalo farm budget and affairs. Must be able to revise/create policies for usage and distribution of the Buffalo and Hay products. Work towards long term planning of the buffalo expansions and seek grant funding opportunities to finance buffalo management shortfalls. Create buffalo herd management efficiencies and conservation practices that allow positive results for environment protection. Responsible for the Buffalo Farm house leases, buffalo meat transaction, setting up buffalo culls, and maintaining master buffalo list.

## **Tribal Cemetery**

Directs cemetery program and coordinates, through subordinate personnel, activities of workers engaged in providing burial services maintaining cemetery grounds. Analyzes grounds activities and revises workflow and operational procedures as appropriate.

Formulates and administers cemetery policy services under authority of Tribal Council. Assures compliance with legal and safety requirements, departmental policies and Council directives related to cemetery operations.

Analyzes & coordinates budget estimates regulates expenditures to administer budget. Formulates, develops and implements short- and long-range plans to improve the efficiency and effectiveness of cemetery operations.

Periodically observes monuments to define needs for repair or replacement. Initiates requests and recommendations concerning the purchase, repair or replacement of office and grounds equipment.

Directs subordinates to arrange details, like site of burial, digging of grave or opening of crypt, and placement of equipment protective covering. Plans, schedules, directs and supervises the personnel, grounds and office functions at a cemetery.

Confer with suppliers, architects, contractors, paving company officials, and plumbers to plan oversee major projects.

## **Other Duties**

Will review and update any policies such as the Agricultural Leasing, Home site leasing, Land Sales, Land Purchases, Land Exchanges, Land Partitions, Land Acquisition Policy, Land Consolidation Plan, Land Purchase Priority Plan as needed.

Works closely with other departments within the Tribe that are using the land for various purposes, such as Department of Transportation, Planning for grant dollars for land projects, etc. Works with Sisseton Wahpeton Housing Authority and TYAMI on possible cluster home site for tribal members.

Works closely with Tribal Leadership on prioritizing Fee land purchases, land issues, and project planning. Identify, explain and demonstrate the methods used by the Bureau to manage trust assets of tribes and individual Native Americans.

Provide fiduciary responsibility to assure that any management of Indian trust assets considers the interest of the owner(s) and their intended use of the assets; conserves and protects trust assets.

Utilize excellent customer service to work with clients to assess their needs; provide accurate information or assistance and addresses problems; and provide available services with options.

## KNOWLEDGE, SKILLS AND ABILITIES

Ability to become knowledge of Sisseton-Wahpeton Oyate tribal policies and procedures and applicable Federal Statutes and laws.

Be familiar with 25 CFR (Indians) that apply to leases, grazing, land sales, land purchases, land exchanges, land partitions and how is applies to the Tribe's P.L. 93-491 (October, 1974)

Ability to understand the fundamental title principles, concepts and BIA realty Property Management processes. Fiduciary responsibility to assure that any management of Indian Trust assets of the Tribe is carried out.

Skill in computers in that he/she understand the use of Microsoft Word, Excel and databases. Ability to become familiar with the Tribe's new Tribal D system that tracks lease data, land sales data and lease compliance data.

Ability to read and interpret maps of definite location, plats, surveys, aliquot parts, meets and bounds description, etc. Have a basic knowledge of Cadastral Geographic Information Systems (CGIS).

Ability to resolve conflicts, grievances, confrontations, or disagreements in a constructive manner to facilitate a positive outcome. Possess excellent oral and written skills.

## QUALIFICATION REQUIREMENTS

Associate's Degree in a field that involves, social dynamics, critical thinking, technical writing and precision.

Prior employment and experience as a realty specialist or officer within the Federal Government such as Bureau of Indian Affairs, Farm Service Agency, Natural Resources Conservation Services, Tribal Government. Must have at least 7yrs experience in related field.

Possess the personality and comporment to maintain a client friendly and professional work environment. Ability to communicate directly and diplomatically with the public and co-workers.

Must be able to obtain a Tribal Driver's license.

Tribal preference observed.

Approved  Date 7-27-21