



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-3163 | Fax (360)466-5309

Job Description: Land Management Specialist

SALARY: DOE

CLOSES 12/4/2017

GENERAL FUNCTION

The Land Management Specialist assists the Land Management Director with various projects related to land management, including property management, inventory, use policies and document tracking. This is a full-time position based in the Swinomish Land Management Development, and is supervised by the Land Management Director.

Responsibilities will include the following:

- Property management, inventory
- Tracking property documentation, status, payments and expenses
- Property use policies
- Coordination of property maintenance, improvements, signage & repairs
- Assist with contract management
- Special projects

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Minimum education requirements: High School Diploma or GED and some college coursework.
- Must have some experience in property management or project management
- Experience using a computer, word processing and spreadsheet programs, and data entry.
- Willingness to be outdoors when necessary.
- Attention to detail.
- Motivated to learn.
- Ability to complete projects within specified timeframes.
- Ability to maintain confidential and sensitive information.
- Current and valid Washington State Driver's License.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216 or e-mail to airedwards@swinomish.nsn.us or grendon@swinomish.nsn.us.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**

- Email to grendon@swinomish.nsn.us or mail to:

**Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.