

ANGEL WINN
TRIBAL CHAIRMAN

DIANE TAYLOR
TRIBAL SECRETARY

FLORENCE MORAN
TREASURER



PIT RIVER TRIBE
37014 Main Street
Burney, CA. 96013

Telephone

(530) 335-5421
(530) 335-3140 FAX

ELEVEN AUTONOMOUS BANDS

Land Coordinator

Department: Administration
Supervisor: Tribal Administrator
Supervises: None

Position Summary:

Under the supervision of the Tribal Administrator is responsible issuance and oversight of the Land Assignments, monitoring of Lease or Assignments requirements, and processing of assignment requests/activates.

Specific Responsibilities:

1. Participate in the CDBO meetings.
2. Meet with Land Committee regarding land assignments.
3. Maintain current waiting list for land assignments.
4. Identifies violations of land or lease agreements and makes recommendations to Tribal Council.
5. Documents issues such as unkept fields, erosion of rivers/creeks banks impacting irrigation or other agricultural impacts.
6. Maintains a relationship with the Watermaster and ensures adequate water distribution on Tribal trust lands.
7. Makes recommendations to Tribal Council for renewal or changes to leases/land assignments.
8. Makes recommendations for changes to policies/ordinances to be in compliance with regulatory/legislative requirements.
9. Submit monthly reports to the Tribal Council on activities.
10. Coordinate with the housing program goal and activates.
11. All other duties assigned.

Qualifications/Experience:

1. Any combination of education and/or work experience, which will demonstrate the skills necessary to complete the project.
2. Ability to understand and address the needs of the Tribal Council.
3. Demonstrated ability to work with potentially hostile clients.
4. Strong writing skills.
5. Strong organization skills.

ATWAMSINI

MADESI

ASTAR

APORIGE

AJUMAWI

HEWISEDAWI

ILLMAWI

ITSATAWI

ROSEALEKTE

HAMMAWI

ATSUGEWI

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6. Must type and have the ability to learn computer skills, such as Windows 98, MS word, Excel etc.
7. Familiar with Federal Laws, and Tribal Policy.
8. Excellent communication skills.
9. Must pass a background check and Drug screening clearance.

Requirements:

1. Must have own transportation and a valid Driver's License.
2. Native American preference will be exercised consistent with Indian Preference Hiring Act provided in P.L. 93-638.

An applicant claiming Indian Preference must provide documentation of heritage with employment application.