



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 012-24**

**OPENING DATE: 01/26/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Leasing Officer  
**PAY GRADE:** E9 (\$29.17/hr. - \$42.30/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Tribal Administration  
**REPORTS TO:** Governor  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Serves as the primary point of contact in reviewing, negotiating, and enforcing leases, rights of ways, assignments, conveyances, nuisance and zoning restrictions, and permits relating to land-use within the Pueblo; serves as liaison to the U.S. Bureau of Indian Affairs for purposes of land-use and leasing of trust land; oversees and monitors POI departments to ensure compliance with their leasing/permitting duties; conducts other realty functions.

*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.*

**JOB DUTIES:**

- Serves as liaison and primary point of contact for POI on all matters relating to leasing, permitting, land use, and land conveyance, including as to the U.S. Bureau of Indian Affairs Land Titles and Records Office, Tribal members, and mortgagees.
- Coordinates the preparation of technical planning documents and reports, real estate maps, and/or legal descriptions of land.
- Reviews home site development applications and other leasing solicitations and requests; Manages and shepherds such requests and applications through the departmental process to ensure timely and lawful completion; Collects, drafts, and submits all requisite documentation to Tribal Council, the Governor, and the U.S. Bureau of Indian Affairs.

- Records all leases, rights of way, assignments, conveyances, nuisance and zoning restrictions, and permits relating to land-use.
- Coordinates fair market assessments for leasing.
- Obtains the Natural Resources Department's identification and evaluation of the significant effects of proposed leases on the environment and ensures that proper procedure for the same is followed.
- Initiates contact and engages with assignees and other current or potential interest-holders in POI land or facilities about acquiring a lease, easement or conveyance.
- In consultation with the Legal Department, negotiates leases and rights of way, including service line agreements, on behalf of POI.
- Provides consulting to POI leadership and POI agencies on matters of zoning and nuisance abatement.
- Coordinates with tribal court, Treasurer, Isleta Public Housing Authority, Tiwa Lending and private mortgagees, and other Tribal, State, federal, and private stakeholders on lease notices, including Notice of Delinquency, Notice of Terminations, Notice of Cancellation, Collection and Eviction notices, Warrant of Removals, Affidavit of Defaults and Complaints. Consults with Legal Department when necessary.
- Assists in the implementation of home financing programs and other model housing and land-use activities providing for the leveraging of funds from other entities and agencies.
- Records and maintains approved leases, mortgages, assignments, permits, restricted sites, as well as other land interests. In consultation with private mortgagees, Tiwa lending, Isleta Public Housing Authority, Isleta Tribal Court, Surveying/Mapping, and other Tribal, state and federal agencies, create an archive record of encumbrances and permits of POI lands.
- Drafts, reviews, and provides comment on proposed POI zoning, building, planning, and other land-use codes, policies and procedures.
- Develops forms and community education materials to assist the public in understanding POI's leasing, land-use, conveyance, and permitting processing and laws.
- Coordinates infrastructure activities with the Indian Health Service, POI Public Works Department, POI Transportation, POI Natural Resources Department, POI Surveying/Mapping, Isleta Public Housing Authority, POI Legal Department, Tiwa Lending, and other POI departments and non-POI departments including in order to ensure timely and lawful processing and recording of all leasing, assignments, real property conveyances, mortgages, zoning, and nuisance abatement.
- Coordinates and participates in meetings and conferences with relevant agencies on land-use and leasing matters.
- In consultation with the Legal Department, provides recommendations to POI leadership and departments on whether and how to take over realty responsibilities from U.S. Bureau of Indian Affairs, including recording through the BIA's Trust Asset and Accounting Management Systems (TAAMS).
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** No supervisory responsibilities.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree or higher in Business Administration/Management, Planning or related field or experience.
- Five years progressively responsible work experience relating to planning, land use, Tribal trust and fee land.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of real estate principles, concepts and practices.
- Knowledge of Surveying and Mapping principles, concepts and practices.
- Knowledge of Tribal policies and procedures.
- Knowledge of budget preparation; skill in preparing, reviewing, and analyzing operational and financial reports.
- Knowledge of federal land tenure, realty law, federal Indian law, and Indian water rights.
- Knowledge of land management techniques.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing, walking, bending and climbing while inspecting or monitoring construction projects or making field investigations and surveys.
- Position requires ability to lift 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment and in an outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.

- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.