



PIMA LEASING &
FINANCING CORPORATION

Job Title: Agricultural Leasing Coordinator
Salary: \$49,879 - \$72,363 (DOE)
Status: Exempt and Non-Supervisory Executive Director
Reports To: Real Estate Leasing Manager

****NOTE: This position is open to Gila River Indian Community Members Only***

The Agricultural Leasing Coordinator will effectively acquire, analyze, abstract and disseminate pertinent lease transaction information of the Gila River Indian Community (GRIC) in coordination with the GRIC Office of General Counsel (OGC), tenants, Pima Leasing & Financing Corporation (PLFC) Board of Directors, and other interested parties. The Agricultural Leasing Coordinator will also provide resource management for PLFC and assist with other material terms of leases and permits and ensure compliance with financial reporting.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

- Facilitates leasing tenants through the Code of Federal Regulation, Title 25: Indians, Agricultural Leases and the proposed Gila River Indian Community Tribal Land Leasing Regulations.
- Assist in the review and preparation of permits and leases.
- Understanding of legal terminology and/or contracts as it is related to leases and permits.
- Identify and evaluate tribal land and or tribal fractionated interest for community lease opportunities.
- Assist on agricultural leasing projects for tribal land and or tribal fractionated interest to maximize value received while observing cultural and environmental sustainability.
- Maintain documents and data of community land leases that PLFC manages for specified projects (electronic and hard copy).
- Ensure that lease files are properly maintained and organized.
- Coordinate with Bureau of Indian Affairs, GRIC Department/entities and outside entities to ensure synergistic efforts to maximize stakeholder value.
- Ensure compliance with the Gila River Indian Community Constitution, Ordinances, Resolutions, Policies and Procedures and with Federal requirements.
- Primarily presents permits and leases to various Gila River Indian Community Council Standing Committees and Council for review and approval consideration.
- Assist with the monitoring of the proposed Gila River Indian Community Agricultural Resources Management Plan (GRIC ARMP).
- Assisting with the creation of new agricultural tribal land lease regulation.
- Updates and monitors agricultural permit and lease database information.

- Participate in conferences and continuing education opportunities to keep accreditations up-to- date.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE SKILLS, ABILITIES, AND ATTRIBUTES:

- Knowledge of the 25 CFR Subpart B - Agricultural Leases
- Knowledge of the agricultural practices of the Gila River Indian Community for lands within the Exterior Boundaries of the Gila River Indian Community.
- Knowledge of water resources within the Gila River Indian Community.
- Knowledge and understanding of writing and drafting permits and leases.
- Knowledge and understanding of legal terminology and/or contracts as it relates to leases and permits.
- General knowledge of agricultural appraisal process.
- Knowledge of land development procedures (land surveying methods, environmental reports, cultural reports).
- Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of resources.
- Knowledge of Community programs and ordinances, state legislation, organization, operations and specialized procedures.
- Skills in analyzing and evaluating information accurately and expressing ideas clearly when providing verbal and written reports and recommendations.
- Skill in researching, data-gathering and information compilation and analysis.
- Skill and ability with public speaking, listening and communicating effectively with current and proposed tenants, contractors, consultants, professional staff, Tribal entities, Tribal Committees, Community officials, and the general public.
- Skill with computers and related software including MS Windows, Word, Excel, PowerPoint, SharePoint, and Outlook.
- Ability to work independently, maintain strong interpersonal skills, and exercise sound judgement and initiative.
- Ability to organize and maintain a professional office.
- Ability to maintain confidentiality and using discretion when dealing with sensitive information.
- Ability to analyze data, draw logical conclusions and makesound decisions and recommendations.
- Ability to multi-task in a fast-paced, high-demand work environment.
- Ability to establish and maintain effective working relationships with Community Officials, Community departments/entities, Community Members and the public.
- Ability to understand the provisions of the Gila River Indian Community Constitution, Ordinances, Resolutions, as they relate to PLFC functions.
- Demonstrates good judgement, loyalty and integrity.

REQUIRED LICENSES/CERTIFICATION:

- Must possess a valid driver's license and proof of auto insurance.

EDUCATION/EXPERIENCE:

Bachelor's degree in a related field and a minimum of three (3) years' experience in trust land realty or a combination of education, training and work experience which demonstrates job knowledge.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Preference is given to qualified enrolled member of the Gila River Indian Community.

The Pima Leasing & Financing Corporation is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Pima Leasing & Financing Corporation is an Equal Opportunity Employer.

Resume and cover letter can be emailed to christine.notah@thepifc.com or mailed to:

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