

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2026-59**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Realty Program Manager  
**OPENING DATE:** September 15, 2026  
**CLOSING DATE:** Open until filled  
**DEPARTMENT:** Realty Program  
**SALARY RANGE:** E15; \$65,628 - \$98,442

**Position Summary:**

Under general supervision of the ENRD Director, the Realty Program Manager protects, preserves, plans, analyzes and implements projects and direction of the real property and interests of land for the Pueblo of Laguna. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Develops and implements a strategic plan to maintain a structured Realty Program which ensures that the Pueblo's land property interests are protected and preserved.
- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with the strategic plan and applicable laws, regulations, ordinances, and regulatory agencies.
- Researches, investigates and negotiates purchase of real property on behalf of and in accordance with Pueblo objectives and priorities.
- Administers and leads the short and long-term planning and development of the Pueblo's trust and fee lands.
- Processes actions related to land assignments in conformity with the rules outlined by law and policy including transfer, inheritance and termination of land assignments with the assistance of Pueblo legal counsel.
- Processes actions related to the land lease of real property and the granting of licenses, permits, easements of rights-of-way on Pueblo property and related activities with the assistance of Pueblo legal counsel.
- Facilitates the development of lands related policy.
- Interacts regularly with the public to facilitate land issues.
- Works with Village Mayordomos to ensure land planning, leases, and assignments are processed and recorded appropriately.
- Performs field inspections to document and record compliance with lease/permit/right-of-way terms and conditions.
- Accepts and forwards land related requests for review to the Land Acquisition Committee according to the established governing procedure.
- Participates as a member with the Land Acquisition Committee.
- Manages the Land Buy Back Program for the Pueblo.
- Analyzes land development proposals to ascertain and document the potential effect on the quality of the human and natural environment.
- Determines and documents the need for an environmental assessment (EA) or environmental impact statements (EIS).
- Processes all documents associated with the purchase of land property, including applications to have land placed in trust, as appropriate or required.
- Utilizes the BIA Trust Asset Accounting Management System (TAAMS) to record appropriate documentation into the BIA records.
- Develops and maintains inventory of Pueblo lands and all records associated with Pueblo land property.
- Works with Geographic Information System (GIS) program on updating and maintaining Pueblo geo-data, and that of surrounding lands of interest.
- Works with Pueblo departments and federal, state or local officials as appropriate to job duties.
- Achieves financial objectives by managing, coordinating and preparing the Program's annual budgets.
- Secures future funding for the continuation and expansion of the Realty Program's services.

- Establishes, monitors and modifies action plans and deadlines as directed or required.
- Acts as liaison between the Pueblo of Laguna and federal and state environmental agencies on all realty and land issues.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Develops issue and discussion papers on Realty issues for policy development purposes.
- Prepares comments and responds to proposed federal policies and procedures related to Realty concerns affecting the Pueblo. Trains additional staff on the use of BIA TAAMS.
- Provides outreach for the community and develops public information and education regarding Realty issues. Supervises and manages the Realty Program staff including administrative assistant(s), realty trainees, and Pueblo Land Specialists.
- Assists the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications, establishing networks, participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Performs other duties as required.

**Minimum Qualifications:**

- Associate's Degree in Management, GIS, Library Sciences or related field required.
- Five (5) years of experience in property acquisition, real estate, land management, or related experience required.
- Real Estate license preferred.
- FEMA/ICS 300 & 400 Certifications (and prerequisites) preferred; must be able to obtain within one (1) year of hire.
- An equivalent combination of education and experience may be considered.
- Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Realty Program Manager is designated a High-Risk Public Trust (HRPT) position.

| Type of Background Check                                                                                                                                                       | Required |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Pre-Employment Drug Screening                                                                                                                                                  | X        |
| Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable) | X        |
| Employment Verification, Education / License Verification, Personal Reference Verification                                                                                     | X        |
| Fingerprint Verification                                                                                                                                                       | X        |
| Must Be Able to Drive a Pueblo Issued Vehicle                                                                                                                                  | X        |
| Other                                                                                                                                                                          |          |

**Knowledge, Skills and Abilities:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county and local laws, regulations, ordinances, legislation, and requirements.
- Knowledge of legal principles of realty and land acquisition.
- Knowledge of research methodologies and data analysis.
- Knowledge of records management and maintenance.
- Knowledge of government and non-government funding sources.

- Knowledge of proposal and grant application processes.
- Knowledge of proper spelling, grammar, and punctuation, and advanced mathematics.
- Knowledge of FEMA policies, regulations and processes regarding emergency incident response and management.
- Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to communicate effectively, both verbally and in writing.
- Ability to and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions, exercise independent judgment; and meet strict time lines.
- Extensive knowledge of the TAAMS system
- Awareness of GIS and its uses and applications. Skill in the use of GIS is a bonus.
- Skill in computer use including Word, Excel, Access, Outlook, PowerPoint, and software or programs related or unique to field.
- Skill in data entry, data analysis, and database management.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in researching and writing proposals or grant application process.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms and talk or hear. The employee occasionally is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is generally performed indoors; however, occasion work will be outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Evening and/or weekend work may be required. Travel is required for training, meetings, conferences, presentations, and other events.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
  - Application packets may be submitted by one of the following methods:
    1. E-mail to [poemployment@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);
    2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
    3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
    4. Fax to (505) 552-9675
  - For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**