



ASSET MANAGER

Salt River DEVCO

JOB DESCRIPTION

Definition: Under general supervision of the CEO of Salt River Development Company (DEVCO), a division of the Salt River Pima-Maricopa Indian Community (SRPMIC) develops and implements customized asset management strategies for DEVCO's commercial real estate portfolio for DEVCO. Performs asset analysis, develops strategic plans, conducts lease negotiations, and serves as senior management. **This job class is treated as FLSA Exempt.**

Essential Functions: Essential functions may vary among positions and may include the following tasks, knowledge, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be comprehensive listing of tasks performed by all positions in this classification.

Tasks:

1. **Asset Analysis:** Conducts various analyses to be used in developing operational plans and profitability of current and future assets.
 - Performs analytical reviews and trend analysis of leases on a regular basis, including development of model full life cycle financial analysis for each asset from acquisition through disposition.
 - Monitors cash flow, distributions and investment projections to aid in determining highest and best use of assets and the feasibility of future projects, including examination of property values, taxes, zoning, population growth, transportation, and local traffic volume to determine how to a project will fit into the DEVCO operational plan.
 - Develops financial summaries and asset management reports to aid in determining best operational plan to be used in maximizing profitability of assets.
 - Prepares and updates lease abstracts.
 - Oversees asset disposition process.
2. **Strategic Planning:** Determine the best uses for current assets and future developments while taking into consideration the Community's General Plan.
 - Develops and executes business plans that achieve CEO-approved performance levels for assigned enterprises such as, but not limited to: Salt River Outdoor Sign and stabilized commercial real estate assets such as Chaparral Business Center.
 - Develops ways to maximize total return for each assigned asset through analysis of property efficiencies and identifying opportunity for improved performance.
 - Develops Capital Investment Programs (CIP's) for each property to maximize investment returns.
 - Ensures that future developments are in accordance with the Community's General Plan and overall objectives outlined by the CEO and DEVCO Board.
 - Creates proper diversification of land uses and assets to ensure future growth and stability.
3. **Lease Negotiations:** Establishes, updates, and coordinates procedures for lease agreement negotiations.
 - Assists and coordinates with real estate development contractors, real estate development team consultants (architects, engineers, etc.) and other consultants or project managers to provide direction and oversight of business plans.
 - Ensures positive tenant, landowner and Community relationships through coordination of leasing and property management activities.
 - Represents stakeholder's interest at the project level to assure maximum profitability and return on investment (ROI) including participation in project scheduling and budget processes.
 - Prepares lease proposals, conducts lease negotiations and ensures compliance with leases through coordination with all applicable stakeholders.
 - Monitors and maintains thorough awareness of technical, commercial and financial issues related to the projects under contract.

- Prepares letters of intent, reviews lease terms, and coordinates legal review of lease transactions.
 - Conducts due diligence on tenant requests for new leases, rent relief, lease renewals, and lease modifications.
4. **Administration:** Develops operating procedures for DEVCO.
- Provides technical assistance regarding economic development activities and programs to the Tribal Council, DEVCO Board, Tribal Government Administration, Community members, developers, etc.
 - Creates and maintains operational and performance reports and budgetary tools to track the status of all asset and land lease projects and budgetary expenses.
 - Establishes and implements written policies on various leasing procedures.
 - Works closely with third party property managers and leasing agents to provide direction for and oversight of operational plans, budgets, forecasts, leases, analysis, and approvals.
5. *Miscellaneous:* Performs other job related duties as assigned by the DEVCO CEO.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of the history, culture, laws, rules, customs and traditions of the Salt River Pima-Maricopa Indian Community.
 - Knowledge of laws, ordinances, rules, regulations and standards affecting development within the Community.
 - Knowledge of land development concepts and practices.
 - Knowledge of the principles, concepts and practices for economic development of Indian Community lands.
 - Knowledge of the Code of Federal Regulations, business leasing requirements and other regulatory requirements impacting leases and development.
 - Knowledge of Fee Schedules.
 - Knowledge of project development, scheduling, monitoring and control systems.
- Skill using a personal computer, related software programs and other routine office equipment.
 - Skill establishing and maintaining effective working relationships with staff, SRPMIC officials, Community Members and various government entities and outside organizations.
 - Skill organizing and managing workflow to ensure timeliness of information.
 - Skill communicating complex concepts and terms to potential developers and landowners.
- Ability to develop a feasibility study.
 - Ability to communicate effectively both verbally and in writing.
 - Ability to understand, interpret complex laws, regulations, policies, procedures and guidelines.
 - Ability to work independently on multiple projects simultaneously.
 - Ability to provide strong analytical and creative skills to find solutions to complex technical, financial and administrative problems.
 - Ability to model investments using MS Excel and various software.
 - Ability to exercise judgment and discretion regarding financial, statistical, and legal issues that may arise regarding various projects.

Qualifications:

- **Education and Experience:** A Bachelors degree from an accredited college or university in Accounting, Business Administration, Economics, Finance, Real Estate or a related field with strong record of academic achievement with graduate degree preferred, AND a minimum of five (5) years experience in asset management, building and development of commercial real estate and associated businesses.
 - A valid Arizona Real Estate License is required.
 - Knowledge of property operations and asset investment return analysis methods; proforma creation, interpersonal/presentation skills, and consensus building among a diverse set of stakeholders is required.

- Experience measuring building performance using published standards such as Building Owners & Managers (BOMA) and Institute of Real Estate Management (IREM) is required.
 - Knowledge and experience in real estate as practiced in Native American communities required:
 - a. Trust land vs. fee land
 - b. Land lease structures, types and economic implications and Tribal Government and BIA role
 - Proficiency in Microsoft Office and Argus software required.
- **Equivalency:** Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.
 - **Insurability:** Must possess a valid Arizona operator's license and be insurable under the tribal insurer requirements which are outlined as follows. Must be at least 18 years of age and have one (1) year of driving experience in the class of vehicle operated. Driving disqualifications will occur if during the last three (3) years, the driver has any of the following convictions: for a felony; sale, handling or use of drugs; alcohol or drug related offense that is automobile related; three (3) or more speeding violations; more than two (2) speeding tickets in excess of 15 mph; one or more other serious violations. "Serious violations" are defined as: driving under the influence of alcohol/drugs; violation for alcohol offence during use of a vehicle; failure to stop/report an accident; driving while impaired; making a false accident report; homicide, manslaughter or assault arising out of the use of a vehicle; driving while license is suspended or revoked; racing; attempting to elude a police officer. Other disqualifications would include having a driver's license suspended or revoked and involvement in two (2) or more chargeable incidents.
 - **Special Requirements:** May be required to work beyond normal business hours including nights, weekends and holidays.
 - May be required to travel.



SALT RIVER DEVCO

A DIVISION OF THE SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
APPLICATION FOR EMPLOYMENT
8800 E. Chaparral Road, Suite 260
Scottsdale, AZ 85250
480 850-5700

DATE: _____

POSITION APPLYING FOR: _____ DEPARTMENT: _____

RATE OF PAY EXPECTED _____ DATE YOU CAN START _____

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY NUMBER _____
Last First Middle

PRESENT ADDRESS _____
Street City State Zip

MAILING ADDRESS _____
Street City State Zip

PHONE NUMBER () _____ MESSAGE NUMBER () _____

IF NATIVE AMERICAN, TRIBAL AFFILIATION _____ TRIBAL ENROLLMENT NO. _____

ARE YOU 18 YEARS OR OLDER YES NO

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S. YES NO

DO YOU HAVE A VALID AZ DRIVER'S LICENSE? YES NO Please specify _____
License No. Type Exp. Date

HAVE YOU EVER BEEN EMPLOYED BY SRPMIC, ITS SUBSIDIARIES OR ITS PRIVATE ENTERPRISES? YES NO

IF YES, WHEN? _____ WHERE _____
Start Date End Date Department

LIST ANY RELATIVES EMPLOYED BY SRPMIC _____

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	GRADUATED	SUBJECTS STUDIED	MAJOR/DEGREE	# OF YEARS ATTENDED
HIGH SCHOOL		YES <input type="checkbox"/> NO <input type="checkbox"/>			
GED		YES <input type="checkbox"/> NO <input type="checkbox"/>			
COLLEGE		YES <input type="checkbox"/> NO <input type="checkbox"/>			
TRADE/BUSINESS SCHOOL		YES <input type="checkbox"/> NO <input type="checkbox"/>			

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

SPECIAL TRAINING OR SKILLS (To include GED, civilian schools, military academies, etc. – complete with dates, include typing speed, knowledge of computers and software, etc. – please list.) _____

WHAT LANGUAGES OTHER THAN ENGLISH ARE YOU FLUENT IN _____
 Speaking Reading Writing

OTHER

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR, FELONY OR ANY TYPE OF THEFT OR FRAUD? YES NO

If yes, identify the crime for which you were convicted, the dates of the conviction and the location of the court in which you were convicted. Please provide any details you feel are relevant. Conviction of a crime will not automatically disqualify you from consideration for employment, but will be considered as part of an overall evaluation of your qualifications.

MILITARY SERVICE RECORD

HAVE YOU EVER SERVED IN THE US ARMED FORCES? YES NO

Date Entered _____ Date of Separation _____

Branch of Service _____ Serial Number _____

Selective Service Number _____ Selective Service Class _____

DID YOU RECEIVE A HONORABLE DISCHARGE? YES NO

If No, Please explain the circumstances: _____

ARE YOU A MEMBER OF A US RESERVE OR NATIONAL GUARD? YES NO

EMPLOYMENT HISTORY: (Start With The Most Recent Job and Work Back)

COMPLETE ALL INFORMATION. DO NOT USE "SEE RESUME" AND ATTACH ADDITIONAL SHEET IF NEEDED.

ARE YOU EMPLOYED NOW? YES NO If Yes, May we contact your current employer? YES NO

JOB TITLE _____ Starting Salary _____ Ending Salary _____

EMPLOYER _____
Name Street City State Zip

HIRE DATE _____ SEPARATION DATE _____

Telephone Number _____ Number of employees supervised _____

Supervisor's Name _____ Title _____

Describe Duties Performed _____

REASON FOR LEAVING _____



JOB TITLE _____ Starting Salary _____ Ending Salary _____

EMPLOYER _____
Name Street City State Zip

HIRE DATE _____ SEPARATION DATE _____

Telephone Number _____ Number of employees supervised _____

Supervisor's Name _____ Title _____

Describe Duties Performed _____

REASON FOR LEAVING _____



JOB TITLE _____ Starting Salary _____ Ending Salary _____

EMPLOYER _____
Name Street City State Zip

HIRE DATE _____ SEPARATION DATE _____

Telephone Number _____ Number of employees supervised _____

Supervisor's Name _____ Title _____

Describe Duties Performed _____

REASON FOR LEAVING _____

REFERENCE: List three persons not related to you, whom you have known at least three years

NAME	ADDRESS	PHONE NO.	OCCUPATION	YEARS KNOWN

HOW DID YOU HEAR ABOUT THE JOB VACANCY? Employment Agency Newspaper Ad Tribal Employee
 State Employment Office College Placement Service Walk In Friend Other _____

ATTACHMENTS REQUIRED

DOCUMENTS TO BE ATTACHED. NOT ALL DOCUMENTS APPLY TO ALL POSITIONS. PLEASE NOTE THE NECESSARY DOCUMENTS LISTED IN THE POSITION ANNOUNCEMENT.

1. CERTIFICATIONS (Any Educational Degrees, Diploma, Transcripts, Training Certificates, Etc.)
2. MILITARY I.D. CARDS (If Applicable)
3. COPY OF DRIVER'S LICENSE AND DRIVING RECORD (Available through State Department of Transportation, Motor Vehicle Division)
4. ANY OTHER DOCUMENTATION AS SPECIFICALLY REQUIRED BY JOB RECRUITMENT BULLETIN.

CERTIFICATION AND AGREEMENT: (Read Carefully Before Signing)

I UNDERSTAND AND AGREE THAT:

1. Native American preference applies. Preference will be given to a qualified Community member, then a qualified Native American and then to other qualified candidates.
2. Any misrepresentation or omission of facts in my application or any attachments to my application may result in refusal of employment or if employed, termination from employment.
3. It is my understanding that Devco will make a thorough investigation of my work, educational and personal history and may verify all data given in my application, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Devco, and I release from liability any persons giving or receiving any such information. I understand that falsification may result in refusal of employment or, if employed termination from employment.
4. I understand and agree that I will be required to take a pre-employment drug test at Devco's expense, in addition to random or for cause testing, during my employment to determine if I am alcohol or drug free for the job I am responsible to perform. Failure to submit to such testing may result in termination.
5. I authorize any physician, including my personal physician, to release any information to Devco, which may be necessary to determine my ability to perform my assigned duties.
6. I AGREE TO CONFORM TO ALL APPLICABLE RULES, REGULATIONS, POLICIES, AND/OR DISCIPLINARY PROCEDURES OF DEVCO AND/OR ANY DEPARTMENT THEREOF. I UNDERSTAND THAT THOSE RULES, REGULATIONS, POLICIES AND/OR DISCIPLINARY PROCEDURES ARE NOT INTENDED BY DEVCO TO CREATE AN OBLIGATION OF CONTINUED EMPLOYMENT.
7. I UNDERSTAND THAT THIS DOCUMENT IS AN APPLICATION FOR EMPLOYMENT AND CONTINUED EMPLOYMENT IS NOT BEING OFFERED. I HEREBY UNDERSTAND AND AGREE THAT MY EMPLOYMENT, BOTH DURING AND AFTER PROBATIONARY PERIOD, IF FOR AN INDEFINITE PERIOD, AND THAT NOTHING IN THIS APPLICATION OR ANY OTHER DEVCO DOCUMENT SHALL BE DEEMED TO CREATE ANY CONTRACT OF CONTINUED EMPLOYMENT BETWEEN ME AND DEVCO. I UNDERSTAND THAT MY EMPLOYMENT CAN BE TERMINATED AT ANY TIME PURSUANT TO THE DEVCO POLICIES AND PROCEDURES. I UNDERSTAND THAT EMPLOYMENT BEYOND ANY PROBATIONARY PERIOD OF EMPLOYMENT FOR A NUMBER OF YEARS SHALL NOT RESULT IN MY HEIGHTENED EXPECTATION OF CONTINUED EMPLOYMENT. I UNDERSTAND AND AGREE THAT ANY STATEMENTS TO THE CONTRARY, WHETHER ORAL OR WRITTEN, ARE EXPRESSLY DISAVOWED AND ARE NOT TO BE RELIED UPON BY ME.

Applicant Signature

Date