



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Tribal Administrator
Lummi Indian Business Council (LIBC)

OPEN: October 31, 2019

EXEMPT: Yes

SALARY: (11) \$33.18-\$37.16 p/h DOE

SHIFT: Varies

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: November 15, 2019

JOB CODE:

DIVISION: Administration

DEPARTMENT: Tribal Government

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: Under the direction of the General Manager, the Tribal Administrator facilitates the administration of the tribal government's daily operations and supervises directors as delegated. This role is critical in maintaining institutional memory for the purpose of providing consistent, accurate financial and fiscal year budgetary reports and services. Supports General Manager Office to apply, interpret the LIBC administrative and management system, policy and procedures to departmental operations. Supports the General Manager to work and complete duly assigned delegated projects, tasks and/or special initiatives as approved by LIBC and/or the Lummi General Council.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Carry out designated objectives from the General Manager's Office Annual Work Plan.
2. Review and process administrative requests (i.e. Personnel Action Forms, Budgetary and related service requests, vehicle requests, etc)
3. Delivers technical assistance to Directors, Managers, Coordinators and other staff for financial management tasks or FY budgetary services. (i.e. Accufund System queries, reports, budget development, budget adjustments, forecasting, reporting, etc)
4. Aide Directors, Program Managers and other staff produce fiscal notes on budget amendments, changes in planned spending, and shifts required as a result of movement of financial funds.
5. Provide financial analysis of program and budgets to the General Manager
6. Mentor assigned department directors in drafting department work plans per FY budget guidelines, administering budgets, managing staff, and/or developing policies and procedures conducive to the successful development and deployment of services.
7. Coordinate and maintain the GM's office month, quarterly, annual and other special reports.
8. Assist with coordination of business meetings and/or public events for the GM's office.
9. Construct and manage communication and feedback channels by and between GM assigned departments, pertinent Commission, Boards, Committees (CBC's), and the Lummi Community.
10. Attend LIBC meetings and community-based meetings for gathering and presentation of information.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Tribal Governance and Business Management, Business Administration, or Public Administration or related required.

- 5 years experience as an employee of the Lummi Nation (LIBC or tribal entities is acceptable) required.
- Masters Degree *preferred*.
- 2 years experience as a supervisor is *preferred*.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated knowledge of tribal government accounting principles and practices.
- Must have ability to review financial and business reports to ensure compliance with all requirements and regulations.
- Requires understanding of common computer software applications.
- Must have strong and demonstrated knowledge of Excel, and Accufund system.
- Maintain positive staff morale.
- Possess strong interpersonal communication skills and ability to work with people who have diverse educations and backgrounds in both professional and non-professional positions.
- Possess a proven ability to resolve disputes and build consensus.
- Must have strong leadership abilities to be able to lead staff to excellent job performance and service.
- Able to directly carry out numerous, simultaneous assignments in a wide-range of ever-changing fields and in most cases with limited supervision
- Requires knowledge of Indian tribal government functions and services in achieving the goal of economic self-sufficiency.
- Must have a strong understanding of tribal sovereignty and the ability to ensure it is preserved, promoted and protected through the work of the tribal government.
- Ability to research and analyze policies and procedures that will impact the Lummi Nation.
- Possess strong public relations skills for facilitation of public meetings and internal meetings.
- Must have excellent writing and oral communication skills.
- Must have the ability to maintain strict confidentiality at all times while simultaneously ensuring the community feels well informed on the daily operations of the LIBC Government and Administration.
- Travel locally and out of state as directed, consistent with LIBC's travel policies and procedures.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.