



# 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:** Permit Review Specialist II

**\*\*Re-Advertise\*\***

**OPEN:** December 2, 2019

**EXEMPT:** Yes

**SALARY:** (8) \$21.82- \$24.44 p/h DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** December 9, 2019

**JOB CODE:**

**DIVISION:** Timber Fish and Wildlife Dept.

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** TFW Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Permit Review specialist will provide technical and coordination support services to achieve LIBC and LNR Department's mission to protect the Lummi Nation's Usual and Accustomed areas important to harvest from structures, vessel traffic and other impediments developed by non-Lummi entities. Incumbent will be responsible for mapping and entering data, reviewing and tracking permit proposals for all projects within the Lummi Nation's Usual and Accustomed Territory within the Point Elliott Treaty Area (air, land, and sea) and assisting Lummi policy bodies in developing responses.

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

1. Coordinate, review, track and assist in the development of responses to permits from International, Federal, State, Local, and Tribal entities for projects within Lummi Nation's Usual and Accustomed Territory within the Point Elliott Treaty Area.
2. Provide assistance with technical coordination in the development and implementation of a Mitigation Policy.
3. Research the feasibility of (and develop and implement) a fee-based permit review process.
4. Work with the Database Manager in the refinement and implementation of the LNR database tracking system for permits applications and review.
5. Achieve and maintain the up-to-date status of the tracking and information management databases and map systems in LNR permit / activity assessment and management system(s).
6. Develop technical materials (maps, data analysis), white papers, and PowerPoint presentations for LNR, LNRFC, and LIBC policy members.
7. Develop policy documents such as LIBC Resolutions, position papers, and response letters under the direction and review of LNR policy staff.
8. Coordinate with LNR divisions and other LIBC departments- Sche Lang en', Planning, ORA, STPO, etc. in developing responses to project permits.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Native Environmental Science or equivalent and six (6) months of environmental analysis, planning, or law experience;
- **OR** a Master's degree in Environmental Science or equivalent and one (1) year of environmental analysis, planning, or law experience;

- **OR** a Ph.D. degree in Environmental Science or equivalent;
- **OR** one (1) year of experience as a Lummi Natural Resource Specialist II;
- **OR** six (6) years of qualifying experience.
- 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:**

- Working knowledge and understanding of tribal governments, treaty rights, and harvest Usual and Accustomed Territory policies and case law preferred.
- Good communication skills, cultural sensitivity, empathy and a cooperative and collaborative problem solving approach.
- Ability to coordinating/facilitating meetings and have excellent oral and written communication skills, organizational skills, cultural sensitivity and awareness, empathy, and cooperative and collaborative problem solving approach.
- Proficiency using MS Word, Outlook, PowerPoint, MS Excel and ArcGIS 10.x or ArcPro 2.x is required. Use of Access for data entry is preferred.
- Demonstrated ability to produce oral and written reports in a timely manner.
- Strong computer background with experience using word processing, spreadsheet, and presentation software, and the internet.
- Demonstrated ability to produce oral and written technical reports in a timely manner. Proficient using MS Word, Excel, Outlook, and Power Point, and the internet.
- Must maintain strict confidentiality at all times.

**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](mailto: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.