



# 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:** Training and Development Administrator  
General Manager's (GM) Office

**OPEN:** October 17, 2018

**EXEMPT:** Yes

**SALARY GRADE:** (11) \$33.18-37.16

**SHIFT:** Flexible

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** October 23, 2018

**JOB CODE:**

**DIVISION:** General Manager

**DEPARTMENT:** GM office

**SUPERVISOR:** General Manager

**VACANCIES:** 1

**JOB SUMMARY:** : Under the direction of the General Manager and works closely with the HR director to conduct the LIBC Departmental employee training analysis and assessment of organizational training and development needs; coordinate, plan, design, and deliver a variety of specific training and development programs for LIBC departments. Serve as the training specialist to work with all LIBC departments, programs and employees for ongoing coordination and communication on GM systems and processes. Monitor and track travel within the GM's supervision. Works with the General Manager, HR Director and applicable commissions to develop and implement 360 evaluation processes for Directors.

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

### **Training**

1. Deliver group and individual training and instruction covering areas, such as (but not limited to) new employee orientation, new supervisor orientation, culture orientation, on-the-job training, tribal laws/regulations and other internal administrative procedures.
2. Develop training curricula, coordinate and recommend training/seminars/conferences availability throughout the US that may be beneficial to LIBC for specific needs.
3. Select, develop and maintain a variety of training aids, including training handbooks, multimedia visual aids, tutorials, and reference materials as needed.
4. Maintain files, document training portfolio for all training activities through the LIBC General Manager's office.
5. Process and track travel requests within the GM's office.
6. Evaluate effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods.
7. Provide as a backup trainer for work safety, CPR/First Aid/Blood Borne Pathogen.

### **Succession Planning**

8. Provide information on career goals by assisting employees in creating long-range training plans in coordination with direct supervisors.
9. Perform, analyze, and assess organizational development interventions; including succession planning by formulating a training outline and determining instructional methods and processes, and utilizing knowledge of specific training needs and effectiveness of such methods through group instruction, lectures, demonstrations, conferences, meetings and workshops.

10. Coordinate the expenditure of the LIBC training and travel funds through planned approach budgeting and approval process.
11. Assist department directors in establishing emergency action plan (EAP) for the LIBC workplace.
12. Support and work with each department on the performance evaluations ensuring that they are conducted annually.
13. Assist the GM in developing, coordinating and implementing 360 evaluations.

#### **Other Duties**

14. Produce summary reports, coordinate follow up meetings as needed.
15. Responsible for monthly, quarterly and annual reports on productivity.
16. Assist with front desk duties.
17. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- BA/BS degree: Education/Adult Education, Human Resources, Human Services, Native Studies, Tribal Governance or related field
- Masters degree, *preferred*
- 5 years experience working in tribal government or similar organizational setting.
- Certified CPR/First Aid/Blood Borne Pathogen instructor, *preferred* OR willing to obtain within 90 days
- 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:**

- Must be willing to work weekends, holidays and evenings
- Master level computer skills and knowledge of HR computer software and systems.
- Excellent verbal and written communication skills.
- Possess strong planning and organization skills.
- Able to work independent and in a team environment.
- Ability to counsel and instruct adults successfully.
- Experience working as a facilitator, mentor and/or instructor
- Ability to design, develop, implement, and evaluate training plans, curricula, and methodology.
- Ability to determine training goals and objectives.

#### **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.
- Must maintain strict confidentiality at all times with highly sensitive information being generated in the Human Resource Department.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.