



# 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:** Legal Director

Office of the Reservation Attorney (ORA)

**OPEN:** October 17, 2018

**EXEMPT:** Yes

**SALARY GRADE:** (13) \$43.88-\$49.15

**SHIFT:** Days

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** October 23, 2018

**JOB CODE:**

**DIVISION:** Legal

**DEPARTMENT:** ORA

**SUPERVISOR:** Chairman

**VACANCIES:** 1

**JOB SUMMARY:** The Legal Director ensures that all legal needs of the Lummi Nation are addressed effectively, and is responsible for meeting the related goals set out by the Lummi Indian Business Council (LIBC). This position works at the direction of and reports to the Chairman and LIBC. The Legal Director supervises all legal staff including the office of the Reservation Attorney (ORA) which consists of Civil Staff Attorneys, Prosecutors, Indian Child Welfare attorneys, Child Support Attorney, HR Attorney, Support Staff and any future ORA staff. The Legal Director manages all legal and administrative functions.

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

1. Organize, manage and supervise the work performed by all ORA employees including Staff Attorneys, Prosecutors, ICW Attorneys, Child Support Attorneys, HR Attorney, contract employees and legal support staff.
2. Monitor relevant laws and cases, provide advice on legal decisions, regulations, statutes and treaties and make recommendations or develop litigation or other strategies as authorized and directed.
3. Ensure that ORA is providing legal advice to the LIBC and all of its divisions, departments, programs, entities, enterprises, and authorized employees as it pertains to their department or position.
4. Screen, select, coordinate, and evaluate contracted legal services when special expertise is needed, including preparation of legal services contracts subject to LIBC and General Council approval.
5. Develop and manage legal budgets and work plans for the Legal Department, ORA and for individual cases.
6. Perform job duties in a manner consistent with ethical and cultural standards and with assurance that justice is upheld under the Lummi Code of Laws. Delegate as needed to ensure that staff performs job duties in a manner consistent with ethical standards and with assurance that justice is upheld under the Lummi Code of Laws.
7. Supervise and provide leadership and team building for the in house staff including staff hiring and firing, job performance, training, development and performance reviews.
8. Develop, implement and continually improve appropriate training policies and procedures for the legal division and each program supervised.

9. Submit quarterly and annual reports, as required by LIBC, regarding the status of the legal divisions day to day operations and special projects with the legal analysis of the impacts to LIBC.
10. Participate and provide legal division reports and updates as requested at monthly LIBC directors meetings and General Council Meetings.
11. Work closely with LIBC leadership and management in planning and implementing new laws as they pertain to LIBC divisions and departments, as needed.
12. Negotiate transactions and draft contractual agreements on behalf of LIBC or its divisions, departments, programs, entities, and enterprises, as directed.
13. Coordinate, review, and approve contracts pursuant to the LIBC procurement policy.
14. Manage all administrative and legal duties, including but not limited to, legal review, resolutions, policies, contracts, and resource allocation.
15. Ensure that internal process information and communication related to delivery of legal services are consistently and continuously handled most effectively.
16. Provide advice on compliance with various statutory, regulatory and contractual requirements, specifically including, various loan covenants, tax matters, Lummi HIPAA Policies and Procedures, Lummi's Corrective Action Plan and Lummi's Fraud Waste and Abuse Policy. Provide advice on risk management, legal and ethical conduct and corrective action for resolution of current or potential issues, as requested. Coordinate training and programs in the various areas, as requested.
17. Continue professional development, including continuing legal education and/or training in the areas of law relevant to job duties.
18. Responsible for development of in-house capacity including staff hiring and firing, job performance, training, development and performance reviews/evaluations.

#### **MINIMUM QUALIFICATIONS:**

- Must possess a Juris Doctor Degree from an ABA accredited law school.
- 15 years experience working for a Native Nation or similar entity with progressively increasing responsibility for all levels of service delivery.
- OR 15 years of experience involving increasing authority or complexity and in a government at least as large as the Lummi Nation.
- 10 years related experience, with 5 years of supervising court related services or legal functions and professionals.
- Must be licensed to practice law by Washington State and admitted to practice law in the Lummi Tribal Court.
- OR must be licensed to practice law by Washington State and admitted to practice law in the Lummi Tribal Court within a given timeframe by the Chairman of LIBC. Legal work will be delegated until this is completed.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal auto insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Extensive practical experience and knowledge of tribal, federal and state law, including but not limited to, treaty rights, water rights, contract law, employment law, administrative law, property and real estate matters (land use, zoning, environmental protection, estates in realty including trust lands), Indian gaming regulations, taxations, economic development, jurisdiction in Indian country, environmental law, cultural resources preservation, law enforcement matters, criminal law, education, health, family and child welfare matters and legislation or a combination thereof.
- Excellent writing, communication, research, negotiation and courtroom skills.

- Demonstrated experience in managing complex legal issues and litigation.
- Excellent judgment and good decision-making capabilities. Ability to analyze complex problems and situations and propose effective and reasonable course of action.
- Able to organize and monitor work process and to lead and manage attorneys, support personnel and other professional staff.
- Ability to deal well with people in highly emotional and adversarial situations, to communicate well with people of all ages and to speak clearly and intelligently with groups of people.
- Ability to establish and maintain effective working relationships with Tribal officials, fellow employees, the general public to work as a cooperative team member.
- Working knowledge and understanding of the Indian Community and its people, including traditions and customs, *preferred*.
- Proficient in using a computer for writing documents. Experience or education in spreadsheets (e.g. Excel) and databases (e.g. Access) *preferred*.
- Familiar with and comply with the Washington State Rule of Professional Conduct or other applicable ethical conduct rules.
- Dependable and trustworthy.
- Demonstrated time and priority management skills and able to manage work related pressure and stress.
- Ability to develop team cooperation and effort for each of the diverse programs supervised and different professional functions.
- Ability to meet all required deadlines and changing expectations of the elected leadership, while also complying with the Lummi Code of Laws, even when there is little support for the necessary decisions.
- Ability to communicate well with elected officials and the community in small and large meetings
- Cultural training, sensitivity and awareness of community culture, values and structure
- Working knowledge and understanding of the Indian community and its people including traditions and customs
- Knowledge of the LIBC administrative process is essential to the success of this position
- Knowledge and experience with the LIBC budgeting process and ability to stay on budget
- Knowledgeable of the Lummi HR Personnel Manual

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is, therefore subject to a successful and extensive criminal CAMIS background check.
- Must have reliable transportation
- Lummi/Native American/Veteran preference policy applies.

#### **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.