



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: Administrative Assistant VI
Council Operations

OPEN: November 20, 2018

EXEMPT: No

SALARY GRADE: (6) \$16.50 - \$18.48 Per Hr

SHIFT: Day - 8:00 am to 4:30 pm

LOCATION: Council Ops

DURATION: Regular Full Time

CLOSE: November 28, 2018

JOB CODE:

DIVISION: Council

DEPARTMENT: Council Operations

SUPERVISOR: Council Operations Manager

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Council Operations Manager, the Administrative Assistant VI performs a variety of administrative, secretarial, and clerical duties. Assist the Council Operations team with the following: planning, coordination and manage affairs of the LIBC Members, Chief of Staff, Officers, Council Operations Manager, and Policy Analyst; by supporting the work and daily activity of the LIBC and staff. This position requires the ability to work independently, exercise judgment, and initiative.

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

- Completes assigned activities/tasks with Council Officers and Council members
- Prepare time card/sheets of the LIBC, and staff for payroll submittal.
- Maintain a calendar of national, regional and local meetings, activities and events.
- Coordinate travel arrangements for the Tribal Council and any other staff as requested (i.e. airfare and airline reservations, lodging, per diem and registration fees);
- Reconcile travel of the LIBC Members and prepare work orders as needed.
- Greet visitors, screen telephone calls, arrange appointments, and receive mail directed for the Tribal Council.
- Communicate with the general public in a courteous and respectful manner when answering questions in person or on the phone.
- Attends and assist with Council and General Council hearings and other meetings and functions and represent the Lummi Nation;
- As needed will record and transcribe meeting minutes, producing minutes in a timely manner; including developing agendas, compiling packets, polling members, and

informing appropriate staff of the agenda; this will be in coordination with the Council Operations Office Manager

- Assist and develop regular reports of the Council for the local tribal newspaper, on the activities of the Tribal Council.
- Will carry out, faithfully and impartially, the duties of office to the best of their ability and will cooperate, promote and protect the best interests of the Lummi tribe, in accordance with the Lummi Constitution and By Laws.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have a positive attitude with a commitment to the welfare and progress of the Lummi Indian Business Council.
- Ability to Record and Transcribe minutes or willingness to learn
- Will be required to attend meetings; this includes, weekends and evenings and may require travel, as requested.
- Knowledge of formatting documents such as; Resolutions, official written responses, and memos
- Possess good written communication skills; including grammar, spelling, punctuation, and proofreading.
- Must be able to follow best business practices by following all HR Policies, with emphasize on reporting to Council Operation Manager ensuring the Chain-of-Command and Confidentiality.
- Knowledge of office equipment and office procedures (mail logging, filing systems, facsimile operations, purchasing, telephone etiquette and general organizational skills.

MINIMUM QUALIFICATIONS:

- Lummi/Native American/Veteran preference policy applies.
- AA degree in Public and Tribal Administration / Business or related field.
- Three (3) years office experience or more in Tribal government settings.
- Must be able to use all Microsoft software programs, such as Word, Excel, and Outlook.

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.
- This position requires a Criminal Background Check
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

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
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.