



# 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:** Enrollment Director

**OPEN:** November 20, 2018

**EXEMPT:** No

**SALARY GRADE:** (9) \$25.09-\$28.10

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSE:** November 28, 2018

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Enrollment

**SUPERVISOR:** LIBC Chairman

**VACANCIES:** 1

**JOB SUMMARY:** Under the Administrative supervision of the LBC Chairman, the Enrollment Director (ETS Coordinator) is responsible for enrolling tribal members into the Lummi Nation, obtaining and maintaining valuable tribal demographic and statistical information to communicate with LIBC and with federal/state/local agencies, and community members as needed. The Enrollment Director provides administrative support services to the Enrollment/Election Committee and is responsible of supervision of Enrollment staff.

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

1. Maintain and compile in the office by the Lummi Tribal Data Resource (TDR) and Lummi 'Progency' system. Also, maintain an awareness of other LIBC Department database systems to promote organizational and tribal access to current or new database information, i.e.- Planning Dept.'s Geographic Information Systems (GIS) and IRMS system.
2. Utilize Enrollment information to develop graphs, tables, charts, and other visual products to respond to specific LIBC and Departmental inquiries, and completes annual reports or official correspondence with other federal and non-indian agencies as needed. (e.g.-U.S. Census Bureau, BIA Supplemental Roll).
3. Develop, conduct, and compile questionnaires, surveys and/or other community information instruments necessary to maintain and ensure the accuracy of the tribe's automated database and office files in accordance to the Enrollment information management policies and procedures.
4. Maintain and updates the membership rolls:
  - a. Prepare information sheet on each applicant, which include vital information for determining eligibility and blood degree.
  - b. Submit annual LIBC supplemental enrollment resolution, and certification of eligibility to Enrollment Committee for acceptance or rejection of new applicants.
  - c. Maintains master files on each applicant through the Progeny system software enrollment program, and record, store, preserve and protect original application materials and supporting documents.
  - d. Keep duplicate hard copy files and back up computer diskettes for LIBC Records Department.
5. Distribute and review enrollment applications to individuals requesting them, verifying that support documents are authentic and accurate, i.e. – certified birth certificate, etc.
6. Conduct research of available tribal and agency records to confirm eligibility of applicants. When necessary, seeks additional sources of information by correspondence with:

- a. LIBC and/or BIA probate clerk, in securing marriage, family history data, from probate files for use in preparation of family trees, or other genealogical records. Forward all information acquired on each death occurrence to ensure expediency of probate.
  - b. Consult with Bureau on adopted applicants. Requesting eligibility and blood degree verification from court.
7. Assist Election Committee in Tribal Elections:
  - a. Complete voters list.
  - b. Check eligibility of individuals requesting to be added to list:
    1. Checking residence.
    2. Enrollment status.
    3. Be a registrar for tribal elections.
  - c. Keep the tribal members informed of the election process, in accordance to Election Ordinance and Constitution.
  - d. Work directly with the election committee as Election staff in all aspects of the election process. Staff will prepare, schedule, record, document Lummi Election Committee meetings and includes: preparation of agenda; election process information posted and registered voters list available to community; identify the candidates, position of candidate filed, candidate petition returned and reviewed, prepare primary and general election equipment for election day, and ensure ballots are prepared.
  - e. Assist at the polls as requested by Election Committee, during Primary and General Elections to verify enrollment and voting eligibility. Prepare final report to LIBC according to certifying committee notes taken at the polls. Close books after final report, and provide guidance to certifying committee final LIBC resolution to accept results.
  - f. Prepare statistics for interested department of the # of persons eligible to vote, # of persons registered and # of persons who voted.
  - g. Maintain official tribal appointment of members to serve the Election and Certifying committee(s); and keep records of payment, and time card of all workers throughout the tribal electoral process.
  - h. Make annual report on committee activities.
8. Tribal I.D. Cards and Enrollment verifications:
  - a. Prepare forms: Data Cards, update sheet, payment sheet.
  - b. Prepare Identification card information sheet.
  - c. Set up Camera System.
  - d. Set up and enforce regulations for the I.D. camera.
  - e. Research camera, costs, order camera, and maintain files on all supplies and equipment, operate camera and maintain files on all pictures.
9. Work directly with the Enrollment / Election Committee for the development, update and maintenance of the enrollment / election policies, procedures, budgets and new regulations consistent to the Lummi Tribal Enrollment and Election Ordinance and constitution.

#### **MINIMUM QUALIFICATIONS:**

- AA in Business Administration, Public and Tribal Administration, Data Processing; BA preferred
- In lieu of formal education, five (5) years experience in Tribal Enrollment or Tribal Government
- Minimum of three (3) years experience with administrative principles of supervision, training and performance evaluation.
- Lummi/Native American/Veteran preference policy applies.

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

- Knowledge and skill using computer & data processing.
- Knowledge of the Lummi Tribal Membership, *preferred*.

- Knowledge of enrollment process and technical ability to carry out the process. (I.D. camera, photographing, filing, typing, computers).
- Ability to make sound judgment and reach valid conclusions concerning eligibility and enrollment.
- Ability to maintain confidentiality of information.
- Ability to provide statistics documentation services to tribal departments, tribal members and other government agencies.
- Ability to determine user requirements for enrollment documents and other tribal statistical information.
- Proficient with computers and MS Office Suite
- Ability to use basic office equipment.
- Ability to research materials and determine what statistics is useful to the tribe.
- Lummi/Native American/Veteran preference policy applies.

#### **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 regular contact with or control over Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Must be highly self-motivated and be capable of self-supervision.

#### **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.