



# 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

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

**OPEN:** August 12, 2021

**EXEMPT:** No

**SALARY:** (7) \$18.97-\$21.25 p/h DOE

**SHIFT:** Day

**LOCATION:** Council Operations

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**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.

1. Completes assigned activities/tasks with Council Officers and Council members
2. Prepare timecard/sheets of the LIBC, and staff for payroll submittal.
3. Maintain a calendar of national, regional, and local meetings, activities, and events.
4. 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).
5. Reconcile travel of the LIBC Members and prepare work orders as needed.
6. As needed greet visitors, screen telephone calls, arrange appointments, and receive mail directed for the Tribal Council.
7. Communicate with the general public in a courteous and respectful manner when answering questions in person or on the phone.
8. Attends and assist with Council and General Council meetings and other functions and represent the Lummi Nation.
9. 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

10. Assist and develop regular reports of the Council for the local tribal newspaper, on the activities of the Tribal Council.
11. In the event of situations pandemics (such as, COVID-19), or situations out of the LIBC's control there may be times that working from home is an option, with a required monthly time, study to the appropriate authority. Per LIBC HR Policy 401 Work Schedules.

**MINIMUM QUALIFICATIONS:**

- AA degree in Public and Tribal Administration/Business or related field *preferred* **OR** college credits toward an AA degree
- Three (3) years office experience or more in Tribal government settings.
- Lummi/Native American/Veteran preference policy applies.

**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.)

**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 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.