



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: General Manager
Lummi Indian Business Council

OPEN: September 7, 2021

EXEMPT: Yes

SALARY: (15) \$58.03-\$65.00 p/h DOE

SHIFT: Day, Varies

LOCATION: Tribal Administration

DURATION: LIBC Appointment Contract

CLOSES: September 21, 2021

JOB CODE:

DIVISION: Administration

DEPARTMENT: Tribal Government

SUPERVISOR: Council Chair

VACANCIES:1

JOB SUMMARY: General Manager works directly with the Lummi Indian Business Council and is supervised by the Tribal Chair. General Manager is responsible for the overall general administration of the tribal government's daily operations and will supervise all administrative directors in accordance with the LIBC organization chart (or as otherwise assigned). General Manager will oversee the administrative tribal program budgets, contracts and grant activities and collaborates with the Tribal Council Treasurer in fulfilling the constitutional authorities and responsibilities of Title 28 budget requirements. General Manager is responsible for communication and coordination with tribal government staff, community and the Tribal Council and is responsible for carrying out directives, initiatives, and policies of the Tribal Council.

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

General Duties

1. Assign tasks to administrative staff as directed by the Tribal Council.
2. Responsible to comply with all LIBC laws, ordinances, titles, and resolutions.
3. Responsible and reliable performance including self-motivation to preform quality work, punctuality, and modeling the highest level of professionalism.
4. Ensure staff operates programs efficiently and effectively through approved goals and objectives that are in-line with Tribal Council priorities and the overall Community Plan.
5. Regularly reports to the Tribal Council on the activities of the tribal government through verbal and written reports.
6. Implement tasks and initiatives as assigned by Tribal Council.
7. Collaborate and communicate with tribally chartered organizations, commissions, boards, and committees for integrated program planning and decision-making process by attending meetings as required with requested reports and updates.
8. Directs the general administration and supervision over the tribal government programs and service managers within established policies and priorities.

9. Develop and implement strategic planning goals for continuous program service improvement by the tribal managers, directors, and supervisors.
10. Attend community-based meetings (General Council meetings, Public Hearings) for gathering and presentation of information.
11. Attend Tribal Council meetings to take direction and instructions.
12. Ensure development of culturally relevant services and programs to meet the unique needs of the Lummi Nation Community.
13. Establish and maintain effective communications, coordination, and working relations with the tribal organization employees.
14. Initiate team building functions and positive facilitation as a link between policy and administrative services at all level of oversight for tribal government operation.
15. Responsible for the LIBC Annual Report to the Lummi Community.
16. Initiate, develop and implement community action planning initiative and strategies in collaboration with key officials for organizational/community development goals, health care reform, communication channels improvement, education improvement and Tribal Council initiatives.

Supervision

17. Supervision of administrative function in accordance with the LIBC organization chart (or as otherwise assigned). Includes performance evaluations, salary scale, hiring, discipline, training and mentoring of tribal member staff.
18. Actively participate in the hiring of key personnel and department heads for the LIBC with compliance of Lummi preference in hiring and promotion.
19. Create succession plans for tribal members to move upward within the organization through written transitions plans documented in the Human Resources Office.
20. Maintain positive staff moral and staff development through regular staff meetings and staff input.

Budgeting

21. Prepare the annual budget for Tribal Council in coordination with the Tribal Treasurer's Office and ensure compliance by department and division directors.
22. Oversight of administration budget through frequent monitoring for compliance with Title 28 through coordination with the Tribal Treasurer's Office.
23. Collaborate with tribal finance department for coordination of procurement and financial activities and needs by managers.
24. Coordinate and support the Tribal Council Treasurer's fulfillment of its Constitutional authorities and responsibility by establishing a day-to-day working relationship with the Chief Financial Officer and Controller.
25. Works with the Tribal Council Treasurer in the preparation and establishment of fund accounting controls and management related to program work requirements.
26. Responsible to ensure department directors and program managers are applying for grant opportunities to lessen the need for tribal hard-dollar funding.
27. Responsible for the contracts and grants activities and compliance with the appropriate requirement of the LIBC tribe and funding agencies and its policies and procedures.
28. Responsible to ensure compliance with the funding agency and financial reporting requirements by the program managers.

MINIMUM QUALIFICATIONS:

- 4-year college degree in Business Management, Public Affairs or Finance.
- Master's degree in organizational development and management/public administration, *preferred*
- In lieu of formal education, 10 years working experience with Indian Tribal Government in organizational leadership, financial management and community development with demonstrated success with Native American or Indian Tribal Government.
- 6 years direct work experience with a Tribal Government in a management position.
- 6 years experience as a supervisor over a department or organization.
- 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:

- Demonstrated knowledge of government fund accounting, principles and practices in at least three of the following administrative functions: fiscal operations, financial management, personnel, properties, grants and contract management.
- Requires knowledge of Indian Tribal Government functions and services in the long-range goals of economic self-sufficiency.
- Requires background knowledge of skills in computer software application and operations, and excellent writing skills.
- Must have a strong understanding of tribal sovereignty and the ability to ensure it is preserved, promoted, and protected through the work of the tribal government.
- Possess strong interpersonal communication skills and ability to work with diverse education and background of people in both professionals and nonprofessionals.
- Possess strong public relations skills for facilitation of public meetings and internal meetings.
- Must have strong written and oral communication skills.
- Possess a proven ability and quality management in dispute resolutions through consensus building.
- Ability to make decisions that are important to the daily operations of the Lummi Nation.
- Ability to research and analyze policy and procedures that will impact the Lummi Nation.
- Must have strong leadership abilities to be able to lead staff to excellent job performance and excellent service.
- Must have the ability to maintain strict confidentiality at all times while ensuring the community feels well informed on the daily operations of the Tribal Government and Administration.
- Must have ability to track financial and business reports to ensure compliance with all requirements and regulations.

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 Indian children and is therefore subject to successful and extensive criminal background check, CAMIS 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 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.