



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'

VACANCY ANNOUNCEMENT

TITLE: Lummi Economic Development Commissioner
Economic Development Commission (EDC)

OPEN: January 16, 2019

EXEMPT: No

SALARY: \$75 per meeting

SHIFT: Varies

LOCATION: Tribal Administration

DURATION: Council Appointment

CLOSES: February 15, 2019

JOB CODE:

DIVISION: ED Commission

DEPARTMENT: ED

SUPERVISOR: EDC Chair

VACANCIES: 1 (Seat B)

JOB SUMMARY: The Lummi Economic Development Commission will develop, monitor, and enforce policies in coordination with the appropriate LIBC policies. The LIBC operation and development policies ensure that professional services are available to all tribal businesses and enable development of the Lummi Nation Economy consistent with the Lummi Nation's needs.

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

1. Aid in development and implementation of operational policies consistent with the **Charter and By-Laws of the Economic Development Commission** and the **Lummi Constitution**, and that best promote the purposed of the Economic Development Division.
2. The commission shall promote government economic policies and actions necessary for increasing the standard of living of Lummi Tribal Members and improving the sustainable economic health of the Lummi Nation.
3. Be willing and available to meet once per month and when special meetings are needed.
4. Maintain communications with the community to best provide continuity and meaning consistent with Tribal Member ownership of Economic Development services.
5. Promote staff excellence in job performance at all levels.
6. Monitor and evaluate the implementation of Economic Development Division policies, goals, objectives, and future approved plans.

MINIMUM QUALIFICATIONS:

- Must be an active business owner and have a current valid business license with LIBC.
- Must be a citizen of the Lummi Nation whose name appears on the official Tribal membership roll and a registered voter in Lummi Tribal elections.
- Must be living within the boundaries of Whatcom County, Washington for at least one (1) year immediately preceding any appointment.
- May only serve as a commissioner on one additional LIBC Committee, Board, or Commission.
- Shall not be a member or officer of the LIBC.
- Shall not be an Executive Director of any LIBC subordinate department, division, program, or separately administered entity.
- Shall not be an employee of any LIBC subordinate department, division, program, or separately administered entity of which the Commission oversees.
- Recognize the role and the importance of culture in all aspect of Lummi Nation.

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 an extensive Criminal Background Check.

TO APPLY:

For more information contact the HR front desk (360) 312-2023. Submit a letter of candidacy, resume and proof of enrollment to the LIBC Human Resources Department, 2665 Kwina Road, Bellingham, WA 98226 or scan and email it to libchr@lummi-nsn.gov no later than 4:30PM on the closing date listed above. Evaluation of candidates will take place to determine eligible candidates and place candidates on LIBC Agenda for consideration and action for recommendation of candidates to the LIBC. Final appointment to the Economic Development Commission shall be by LIBC Resolution.