



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 Specialist V
Natural Resources

OPEN: February 7, 2019

EXEMPT: No

SALARY: 7 (\$18.97-21.25 per hour)

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: February 14, 2019

JOB CODE:

DIVISION: Administration

DEPARTMENT: Natural Resources

SUPERVISOR: Deputy Director

VACANCIES: 1

JOB SUMMARY: The Natural Resources Administrative Specialist V will provide clerical assistance to the Deputy Director, Department Director, Lummi Natural Resources Fish Commission (LNRFC), Harvest Manager and Timber Fish and Wildlife (TFW) Manager for issuing fishing and hunting cards, keys, tags, and permits, maintaining hunting databases; registering boats and fishing gear; registering fishers including drug testing administration; assisting the Deputy Director with payroll records, budget preparations, travel arrangements and manager's meetings; supervise temporary employees and Administrative Support I and act in the Office Manager's absence for specified responsibilities.

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

Support for TFW and Harvest Managers:

1. Issue ceremonial and subsistence hunting permits and forest road access gate keys.
2. Maintain hunting files, reports, and the Hunting Harvest Management Database
3. Process Lummi Nation fishing ID cards ensuring that all Lummi tribal members use their legally enrolled name on the fishing card
4. Administer drug test referrals for fishermen and receive and process Natural Resource Drug Policy appeal documents for the LNR Fisheries Commission.
5. Provide back up to Administrative Assistant I to issue fishing identification cards, validation stickers, and vessel registration cards.
6. Assist with income verification statements for fishers
7. Assist with the ceremonial & subsistence crab, clam, halibut, shrimp permits and crab pot tag distribution
8. Request and issue payback agreements for fishers

Support for LNR Fisheries Commission (LNRFC):

9. Serve as public contact for the LNRFC
10. Coordinate and administer LNRFC meetings: take minutes, coordinate meeting schedules, meeting rooms, agendas, handouts and food receipts.
11. Receive and distribute the monthly fisheries enforcement report to the LNRFC

12. Assist LNR Department with LNRFC communication coordination for meeting notifications, etc.
13. Assist LNRFC with various administrative needs- email boxes, communication, information needs, etc.
14. Accept/seek approval for ceremonial fish requests and send in the order to Bellingham Cold Storage

Support for LNR Director's Office:

15. Assist the Deputy Director with preparation of the draft annual budget; submission of monthly expenditure reports;
16. Assist the Deputy Director with making travel arrangements for staff and ensuring staff file appropriate travel documents.
17. Under the direction of the Deputy Director, gain a working knowledge of Accufund budgeting software and run budget
18. Attend the Department Director's monthly manager's meetings in the Deputy Manager's absence.
19. Organize electronic files received from outside and inter-tribal agencies for the Natural Resources Director's department under the supervision of the Deputy Director;
20. Maintain LNR internal administrative files: e.g. LNR personnel files; LNR Director's files; court documents; etc.
21. Serve as the department's liaison with the Records Department and participate in required training
22. Assist LNR Director with reconciling monthly Visa statement receipts
23. Supervise the Administrative Support I staff in the absence of the Deputy Director.
24. Supervise seasonal summer youth workers for the LNR Department
25. Provide general administrative and clerical support to the Deputy Director

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent
- 2 years of administrative experience.
- 2 years of experience as an LNR Administrative Support I **OR**
- College-level course work may be substituted, year for year, for the required experience.
- 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:

- Knowledge of administrative and clerical procedures, computers, and relevant software (including word processing, spreadsheet, and database applications,) and customer service principles and practices. Knowledge of Lummi hunting and fishing regulations, policies, and procedures is preferred.
- Good communication skills, cultural sensitivity, empathy and a cooperative and collaborative problem solving approach.
- Ability to use of sound judgment in performing assigned tasks and solve routine questions and problems;
- Possess excellent oral and written communication skills;

- Ability to use time efficiently, work well with people, and operate office machines including photocopier, I.D. camera and laminator.
- Strong computer background with experience using word processing, spreadsheet, and presentation software, and the internet.
- Must maintain strict confidentiality at all times.

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 extensive Criminal Background Check.

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.