



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: Planning Commissioner (Seat B, D, E)

OPEN: February 01, 2023

EXEMPT: No

SALARY: Stipend \$75 per meeting

SHIFT: 2nd Tuesday evening/month

LOCATION: Tribal Administration

DURATION: Council Appointment

CLOSES: February 15, 2023

JOB CODE:

DIVISION: Policy

DEPARTMENT: Planning Commission

SUPERVISOR: Commission Chair

VACANCIES: 3

JOB SUMMARY: The mission of the Lummi Planning Commission is to develop, monitor and implement operational policies of the Lummi Planning Department; to ensure development of the Lummi Community through proper land use planning, zoning, regulation and environmental protection; making operational planning and development of policies consistent with the service population; ensuring that professional community planning services are available to all tribal members, and that planning systems are consistent with the needs of the Lummi Nation. The Commission meets on the 2nd Tuesday of each month.

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

1. Assist with development of operational policies consistent with the *Planning Commission Charter and By-Laws* and the *Lummi Constitution*.
2. Coordinate and integrate delivery of community land use planning services to meet the needs of the Tribal community and individual members.
3. Responsible to meet for regular meetings once per month—usually held in the evenings—and at other times for special meetings when needed.
4. Perform appointed duties in good faith and in the best interest of the Lummi Nation.
5. Willing to commit to an appointed three-year term of office.
6. Maintain communications with the community to provide continuity and meaning consistent with the highest possible quality of Planning Services for Lummi Tribal members and future generations.
7. Promote excellence in the job performance of the Planning Director.
8. Review and revise community development plans of the Lummi Nation.

MINIMUM QUALIFICATIONS:

- Be a citizen of the Lummi Nation whose name appears on the office Tribal membership roll and a registered voter in Lummi Tribal elections.
- Be in good faith with the Planning Commission and not serve on more than one other LIBC Commission, Board or Committee.
- Not hold LIBC office, nor be a Director of any LIBC Department, nor be an employee of any division the Planning Commission oversees.

- Be in good financial and legal standing with the LIBC and shall not be a convicted felon.
- Must have been living within the boundaries of Whatcom County, Washington for at least one year prior to appointment.
- Ability to recognize the role and importance of Schelangen in all aspects of the 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.
- Position requires Criminal Background Check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

For more information contact the HR front desk (360) 312-2023. Submit letter of interest, resume and proof of enrollment to the LIBC Human Resources office no later than 4:30 p. m. on the closing date listed above. This can be dropped off at Human Resources, 2665 Kwina Road, Bellingham, WA 98226, Faxed to: 360-380-6991 or scanned and e-mailed to libchr@lummi-nsn.gov