



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: Water Resources Manager
Natural Resources Department

OPEN: May 24, 2023

EXEMPT: Yes

SALARY: (12-14) \$40.14-\$59.64/hr. DOE

SHIFT: 40 hours per week

LOCATION: Tribal Administrative Bldg.

DURATION: Regular Full Time

CLOSES: June 29, 2023

JOB CODE:

DIVISION: Water Resources

DEPARTMENT: Natural Resources

SUPERVISOR: LNR Director

VACANCIES: 1

JOB SUMMARY: Provides administrative and technical support and makes recommendations to Lummi Nation policy and legal staff to achieve the Lummi Water Resources Division (LWRD) mission to effectively protect and restore the Lummi Nation's water resources, including shorelines, throughout all usual and accustomed grounds and stations to: (1) ensure an adequate quantity and quality of water to support the purpose of the Reservation as a permanent, economically viable homeland for the Lummi People; and (2) ensure an adequate quantity and quality of water to support a sustainable, harvestable surplus of salmon and shellfish sufficient to support the Lummi "way of life" (*Schelangen*). Performs the following functions: supervises, trains, and mentors staff; manages the environmental regulatory and analyses functions of the Water Resources division; conducts or coordinates professional hydrologic and biological studies that analyze and assess hydrology, water quality, and stream/wetland resources; performs program planning, grant writing, program and grant administration, budgeting and budget management, and staff management; performs project review; develops draft policies and regulations; provides regulatory assistance; provides project administration and environmental technical assistance for grants and contracts; provides interpretation of policy and technical reports; gathers and analyzes information to assist in developing recommendations and decision-making.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES for the Water Resources Manager are defined in Lummi Code of Laws Section 17.02.030 and include the following:

1. Manages the Water Resources Division including development of strategic plans, programs, goals, performance measures, and objectives; program planning to meet department and division goals; budget planning and administration; reporting; and staffing.
2. In consultation with the Natural Resources Department Executive Director and the Human Resources Department, hires staff members and manages performance including providing appropriate training, conducting regular performance appraisals, and administering corrective action if necessary.
3. Manages and regulates Lummi Nation Water in accordance with the Lummi Code of Laws (LCL) Title 17 (Water Resources Protection Code), including: the permit system for water use on the Lummi Indian Reservation; wellhead protection; storm water management; stream and

wetland management; water quality standards; and associated Lummi Administrative Regulations.

4. Provides technical and regulatory support for management of Reservation shorelines, including permit review, field investigations, oversight of consultant studies, shorelines planning and management, and implementation of the Lummi Coastal Zone Management Plan.
5. Provides technical and regulatory support for management of Reservation floodplains in accordance with LCL Title 15A (Flood Damage Prevention Code).
6. Leads the implementation of the Lummi Nation Wetland and Habitat Mitigation Bank.
7. Oversees the LIBC Oil Spill Response Team capabilities and maintains proficiency to serve in the Unified Command of an Incident Command System (ICS) or National Incident Command System (NIMS).
8. Designs, conducts, oversees biological and/or hydrological studies, or carries out programs using established procedures.
9. Reviews and evaluates development proposals, permit applications, draft permits, technical reports or evaluations, and prepares comments/recommendations to ensure Treaty resources are protected.
10. Participates as a technical resource on LIBC appointed teams to address water rights, tideland trespass, Bellingham Bay clean-up and development, and other high priority issues.
11. Leads the development of grant applications, obtains and administers grant funds to meet division goals.
12. Plans, facilitates, and/or participates as technical staff in meetings, hearings and workshops in conjunction with other divisions, departments, outside governmental agencies, community resources and entities as required.
13. Develops briefing material, prepares and presents PowerPoint presentations for policy makers, elected officials or their staff members, professional conferences or workshops, grant funders, the general public, or other meetings.
14. Performs other duties assigned by the immediate supervisor with in the general scope of work described.

MINIMUM QUALIFICATIONS:

- Master of Science degree in hydrology, ecology/biology, wetlands management, water resources management, environmental science, environmental policy, or closely related natural resources management field and 5 years minimum of experience in water-related business management, water resources management, hydrology, water rights administration, or water development,
- Bachelor of Science degree in hydrology, ecology/biology, wetlands management, water resources management, environmental science, environmental policy, or closely related natural resources management field and 7 years minimum of experience in water-related business management, water resources management, hydrology, water rights administration, or water development
- Must be at least 21 years of age, of high moral character and integrity, and never have been convicted in the Lummi Tribal Court or other court of a misdemeanor involving dishonesty or of a felony.
- 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:

- Strong computer background with experience using word processing, spreadsheet, database, presentations, GIS software, and the internet.
- Ability to organize time effectively and to work beyond normal working hours when required to achieve task objectives in a timely fashion.
- Proven excellent oral and written communication skills.
- Knowledge of natural resource management; applicable environmental regulations; principles, practices, and methods of environmental science; field investigative techniques and data gathering and basic research; practices and methods of environmental problem solving; environmental sampling methods and techniques; pollution prevention and pollution control; common computer software applications.
- Ability to coordinate multiple projects; design and develop field studies; complete and write reports based on project results in a prescribed time period; communicate effectively with department staff, other governments, industry and the general public; provide technical direction to professional staff for complex or controversial projects; provide final review of technical reports; organize time effectively and to work beyond normal working hours when required to meet task objectives in a timely fashion.

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 pass a skills test using Microsoft Excel and a written essay.
- Must be physically able to work outdoors in inclement weather under strenuous conditions. Position requires hiking over difficult terrain for miles, and walking in and over streams with difficult footing, while carrying monitoring equipment. Position may require lifting (up to 30 pounds) of other equipment.
- Must maintain strict confidentiality at all times.
- 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:

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.