

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Ph. (360) 758-4300 Fax: (360) 758-3152

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Operations & Maintenance (O&M)/Transportation Coordinator

OPEN: April 22, 2024

CLOSES: April 29, 2024

EXEMPT: No

JOB CODE:

SALARY: Education Salary Scale

DIVISION: Education

SHIFT: Day

DEPARTMENT: O&M/Transportation

LOCATION: Lummi Nation School

SUPERVISOR: O&M/Transportation Director

DURATION: Regular Full Time 12-month

VACANCIES: 1

JOB SUMMARY: The O&M Coordinator is responsible to ensure a systematic and efficient office management system is developed and maintained for the Operations & Maintenance/Transportation Office. The coordinator will provide support to the Director and Transportation Manager. The O&M Coordinator is responsible to manage clerical and office needs and provide assistance to the director with day-to-day department functions and coordinate department activities, assist Education HR and Education Finance with compiling documentation for financial processes, personal and accounting processes as regulated by program mandates requirements and LIBC policy and procedures. Ensure department compliance and efficient day-to-day department functions.

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

Office Coordination

1. Preparing and Accounts Payable, Accounts Receivable, timecards, contracts, work orders, travel per diem and reconciliation, community contribution, budget requests and other related requests.
2. Coordinate the O&M/Transportation professional and construction contracts, bids, quotes, and other funding related requirements for departmental functions, including supporting documentation in accordance with LNS and LIBC accounting policies.
3. Work with and support the Director and Delegate by collecting all necessary documentation for the O&M backlog and inventory for FMIS/MAXIMO as required by BIE and BIA.
4. Provide assistance to the Director to monitor annual budgets for the O&M/Transportation departments.
5. Create an inventory of LNS GSA vehicle regular maintenance and create a schedule for regular cleaning and maintenance, keep records of mileage for all GSA vehicles.
6. Manage all LNS rental agreements, invoice vendors and ensure all fees are paid.

Scheduling Coordination

7. Meet Daily with O&M/Transportation Director and Transportation Manager to determine weekly and monthly needs, develop calendars of events and maintain open and effective communication.
8. Create and maintain a master calendar for facility usage/rental to eliminate overlap in scheduling. This includes all school activities and vendor rentals.
9. Coordinate scheduling for maintenance, custodial, security and transportation staff, assuring the departments are fully staffed at all times.

Audit Coordination

10. Assist the Education Finance Office and Education Human Resources off to provide all documentation needed for compliance and accountability as determined by audits and grant regulations.
11. Assist the Director in processing all reports required by the BIE, BIA, and state compact.
12. Responsible to maintain all relevant documents pertaining to LNS GSA Fleet and complete all annual mileage reports.
13. Keep records of supporting documentation in accordance with LNS Rental Agreement.
14. Coordinate and prepare program meeting agenda's, minutes, and notices, manuals, and correspondence including supporting documentation relating to departments.
15. Prepare and develop special and recurring reports as needed.

Other Duties

16. Attend all LNS Safety Committee meetings, attend all necessary training, and manage all A/P, work orders and supply needs for school safety projects.
17. Participate in school improvement process and school sponsored community activities as needed.
18. All other duties as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or GED **AND** 1 year of post secondary education.
- AA degree in Business Administration or Management, Finance, or Accounting **OR** willingness to work towards completion of AA degree in Business Administration or Management, Finance, or Accounting
- **OR** 3 years of experience working in an educational setting.
- **OR** 3 years work experience in an administration assistant or office manager
- Must possess and maintain 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:

- Knowledgeable of LIBC professional and construction service contracts
- Skilled in accounting procedures and efficient office functions.
- Ability to coordinate projects and multiple assignments simultaneously.
- Ability to use complex problem-solving skills to creatively and successfully solve problems.
- Attend job related training pertinent to position.
- Ability to cross train with other administrative support staff to gain professional knowledge and expertise in regard to each support staff's specific area.
- Possess interpersonal and management skill and experience.
- Possess relevant and effective communication; both verbal and written.
- Ability to accurately and completely enter data and creates reports and summaries.
- Ability to summarize information in written and verbal form when required.
- Ability to work both independently and as a team when necessary.
- Knowledge of management principles, procedures, functions and practices, record-keeping and telephone systems, business mathematics, and English composition and grammar.
- Ability to create reports, graphs, and/or charts from raw data as requested by Administration.
- Experience adhering to policies & procedures.
- Experience creating and maintaining organized files.
- Ability to handle confidential matters and information in a professional manner.
- Ability to prioritize despite interruptions using a high degree of flexibility.
- Ability to adhere to strict attendance expectations of the Lummi Nation School.

- Ability to 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.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must have experience working with LIBC professional and construction service contracts.
- Proof of U.S. Citizenship.
- Must be willing to work flexible hours
- Obtain a CPR, First Aid and Mandatory Reporting certification and participate in annual CPR/First Aid training.

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.