



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: General Manager

Lummi Indian Business Council (LIBC)

OPEN: July 01, 2024

EXEMPT: Yes

SALARY: Grade 16 (\$69.88-\$78.69)

SHIFT: Day, Varies

LOCATION: Tribal Administration

DURATION: LIBC Appointment Contract

CLOSES: July 31, 2024

JOB CODE:

DIVISION: Administration

DEPARTMENT: Tribal Government

SUPERVISOR: LIBC Chair

VACANCIES: 1

JOB SUMMARY: The General Manager (GM) works directly with the Lummi Indian Business Council (LIBC) and is supervised by the LIBC Chair. The GM will be responsible for the overall general administration of the tribal government's daily operations and will supervise all administrative directors in accordance with the LIBC organization chart (or as otherwise assigned). The GM will oversee the administrative tribal program budgets, contracts and grants activities and collaborate with the LIBC Treasurer in fulfilling the constitutional authorities and responsibilities of Title 28 budget requirements. The GM is responsible for communication and coordination with the LIBC staff and community. The GM is responsible for carrying out the directives, initiatives, motions, and policies of the LIBC.

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

General Duties

1. Assign tasks to the LIBC staff as directed by the LIBC.
2. Responsible for complying with all LIBC laws, ordinances, titles, and resolutions.
3. Ensure staff operates programs efficiently and effectively through approved goals and objectives that are in-line with the LIBC priorities and the overall Community Plan.
4. Regularly reports to the LIBC on the activities of the tribal government through verbal and written reports.
5. Implement tasks, directives, and initiatives as assigned by the LIBC.
6. Collaborate and communicate with CBC coordinator and tribally chartered organizations for integrated program planning and decision-making process by attending meetings as required with requested reports and updates.
7. Directs the general administration and supervision over the tribal government programs and service managers within established policies and priorities.
8. Develop and implement strategic planning goals for continuous program service improvement by the supervisors, managers, and directors.
9. Attend the community-based meeting (General Council meetings, Public Hearings, etc.) for gathering and presentation of information.
10. Attend the LIBC meetings to get directions and instructions.
11. Ensure development of culturally relevant services and programs to meet the unique needs of the Lummi Nation Community.

12. Establish and maintain effective communications, coordination, and working relations with the employees.
13. Initiate team building functions and positive facilitation as a link between policy and administrative services at all levels of oversight for tribal government operation.
14. Responsible for the LIBC Annual Report to the Lummi Community.
15. Initiate, develop, and implement community action planning initiative and strategies in collaboration with key officials for organizational/community development goals, health care reform, communication channels improvement, education improvement, and the LIBC initiatives.
16. Take on the role and responsibilities of evaluating and assessing the current structure of the general manager's office and provide input and feedback on how to evolve it to best suit the administration's needs.
17. Provide leadership, coordination, facilitation, and supervisory direction to programs to develop short—and long-term plans for program development.

Supervision

18. Supervision of administrative function in accordance with the LIBC organization chart (or as otherwise assigned). Includes performance evaluations, salary scale, hiring, discipline, training and mentoring of tribal member employees.
19. Actively participate in the hiring and promoting of key personnel and department heads for the LIBC in accordance with the Lummi preference policy.
20. Work with the Training and Development Administrator to identify and create succession plans for tribal members to move upward within the organization through written transitions plans documented in the Human Resources Department.
21. Maintain positive staff morale and staff development through regular staff meetings and staff input.

Budgeting

22. Prepare the annual budget for in coordination with the LIBC Treasurer's Office and ensure compliance by department and division directors.
23. Oversight of administration budget through frequent monitoring for compliance with Title 28 through coordination with the LIBC Treasurer's Office.
24. Collaborate with the Chief Financial Officer (CFO) and LIBC Controller for coordination of procurement and financial activities and needs by managers.
25. Coordinate and support the LIBC Treasurer's fulfillment of its Constitutional authorities and responsibility by establishing a day-to-day working relationship with the CFO and Controller.
26. Works with the LIBC Treasurer in the preparation and establishment of fund accounting controls and management related to program work requirements.
27. Responsible for ensuring department directors and program managers are applying for grant opportunities to lessen the need for tribal hard-dollar funding.
28. Responsible for the contracts and grants activities and compliance with the appropriate requirement of the LIBC tribe and funding agencies and its policies and procedures.
29. Responsible for ensuring compliance with the funding agency and financial reporting requirements by the program managers.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Tribal Governance and Business Management (TGBM), Native Studies Leadership (NSL), Business Administration, Public Administration, Finance, or related field; and
 - Six (6) years of experience in a tribal government management position (i.e., program manager, director, or equivalent); and
 - Six (6) years of supervisory experience over a program or department; and
 - Six (6) years of budget experience; **OR**

- Master's degree in Business Administration, Public Administration, Organizational Development, Leadership, or related field; and
 - Four (4) years of experience in a tribal government management position (i.e., program manager, director, or equivalent); and
 - Four (4) years of supervisory experience over a program or department; and
 - Four (4) years of budget 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:

- Demonstrated knowledge of government fund accounting, principles and practices in at least three of the following administrative functions: fiscal operations, financial management, personnel, properties, grants and contract management.
- Requires knowledge of Indian Tribal Government functions and services in the long-range goals of economic self-sufficiency and Indian gaming activities
- Requires background knowledge of skills in computer software application and operations, and excellent writing skills.
- Must have a strong understanding of tribal sovereignty and the ability to ensure it is preserved, promoted and protected through the work of the tribal government.
- Possess strong interpersonal communication skills and ability to work with diverse education and background of people in both professionals and nonprofessionals.
- Possess strong public relations skills for facilitation of public meetings and internal meetings.
- Must have strong written and oral communication skills.
- Possess a proven ability and quality management in dispute resolutions through consensus building.
- Ability to make decisions that are important to the daily operations of the Lummi Nation.
- Ability to research and analyze policy and procedures that will impact the Lummi Nation.
- Must have strong leadership abilities to be able to lead staff to excellent job performance and excellent service.
- Must have the ability to always maintain strict confidentiality while ensuring the community feels well informed on the daily operations of the Tribal Government and Administration.
- Must have ability to track financial and business reports to ensure compliance with all requirements and regulations.

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 successful and extensive criminal background check, CAMIS background check.

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.