



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: Public Works (PW)Administrative Assistant

OPEN: May 2, 2025

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: May 16, 2025

JOB CODE:

DIVISION: Public Works

DEPARTMENT: Public Works

SUPERVISOR: Public Works Administrator

VACANCIES: 1

JOB SUMMARY: This position provides administrative and clerical support to the Public Works Department, typically handling tasks like answering inquiries, managing records, and coordinating with other departments. You will assist with budget monitoring, project management and general office duties. Work hours are 8:00am to 4:30 pm Monday-Friday

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

1. Provide administrative support to Public Works Staff.
2. Serve as the primary point of contact for the public and other Public Works and Planning personnel, answering inquiries and providing information.
3. Maintain records, filing systems, and databases, ensuring accuracy and organization.
4. Perform routine clerical duties such as answering phones, processing paperwork. And distributing mail.
5. Update social media websites, formulate information for newsletters or articles.
6. Coordinate and prepare biweekly payroll hours for Planning & Public Works staff. Create and/or maintain personnel related records including PAF and account change forms.
7. Order office supplies and equipment and keep copy room, file rooms and conference rooms organized.
8. Archive and retrieve paper and electronic files either internally or with the LIBC Archives Department.
9. Assist with department budgets, work plans and annual reports by filing, copying and making binders.
10. Assist with copying, filing, submit and follow up on vendor accounts payable for the department including posting to electronic cuff accounts by vendor.
11. Assist with project contract administration by assisting in the development of contracts/agreements, making files, following up on pending contracts with various departments. Provide an updated list of contract initiation through receipt of contract/purchase order and requests for legal review electronically.
12. Monitor construction contract insurance certificate expiration dates and coverages, LIBC business licenses, TERO Compliance Plans, Contractor Safety Plans and electronically, the

System of Award Management and WA Secretary of State Corporation look up on potential contractors.

13. Responsible for reservations and booking the Wex'liem building, managing the calendar of scheduled events electronically and departmental or individual billings and fees waived. Work with the Cash Receipts office to reconcile monthly rental transactions to ensure proper revenue recognition. Provide monthly usage and revenue reports to the Planning Director.
14. Other duties as directed.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and
 - Two (2) years of experience in secretarial or administrative support role, or office setting; OR
- Associate's degree in business, Communications, Accounting *preferred*
- Previous experience in Public Works and construction *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Be willing to obtain a Washington State Notary License within 90 days of hiring.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Excellent communication skills orally and electronically.
- Excellent organizational abilities and time management skills.
- Requires the ability to multitask and manage daily responsibilities to ensure priorities are completed in a timely manner.
- Requires the ability to receive and properly control sensitive, confidential and private information.
- Requires the ability to learn, interpret, explain and apply knowledge of the departments' organization, operations, programs, functions, and terminology.
- Requires in-depth knowledge of office practices, procedures and equipment to include copying and large format scanning.
- Working knowledge of personal computer-based Microsoft software programs that support this level of work, including but not limited to e-mail, word processing, spreadsheets, presentation graphics, power point and data entry.
- Requires sufficient math skills and ten key experiences to perform financial and statistical record keeping.
- Requires sufficient knowledge of grammar, spelling and punctuation to prepare correspondence.
- Requires the ability to understand and communicate effectively to work independently or in groups.

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.
- Must be able to function indoors in an office environment. Requires ambulatory ability to sit for extended periods of time. May be required to lift or carry file boxes up to 25 lbs. Position requires interaction with other LIBC departments including those located in and out of the administration building.
- May be required to use a wireless telephone headset.
- Experience with Accufund or master the software (commensurate with the abovementioned duties) within 90 days of hire.

- Experience with large format document printers within 90 days of hire.

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 . 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.