



# 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:** Timber, Fish, and Wildlife Division Manager

**OPEN:** January 9, 2026

**EXEMPT:** Yes

**SALARY:** (11-12) \$34.94-\$45.20/hr.

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** January 28, 2025

**JOB CODE:**

**DIVISION:** Timber, Fish, and Wildlife

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** LNR Director

**VACANCIES:** 1

**JOB SUMMARY:** The Timber, Fish, and Wildlife (TFW) Manager provides administrative and technical support services to the Lummi Natural Resources Department (LNR) of the Lummi Indian Business Council. Administrative duties include program planning, funding via procurement of grants and contracts, budgeting, reporting, grant administration, and staff coordination and supervision. Other responsibilities include conducting and coordinating technical review and drafting comments on project or program proposals identified as having the potential to adversely impact treaty-reserved resources. Examples of proposals include: Forest Practice Applications, Hydraulic Project Applications, US Army Corps of Engineers permit notifications - especially those involving marine docks, piers, buoys, and related works in the Lummi Nation's U & A, and NEPA and SEPA permit applications and notifications.

The TFW Manager coordinates with other LIBC staff when needed to screen permit application for potential impact to treaty-reserved resources within the Lummi Nation's Traditional Territory. For off-reservation issues, the TFW Manager coordinates with other agencies and non-governmental entities in conducting reviews and responses when needed in a unified and timely manner. Additional coordination includes working with the other Point Elliott Treaty Tribes and the State of Washington's Fish and Wildlife Department as the technical representative of the department for co- management of wildlife resources. The TFW Manager informs the LNR Director, and other policy staff as directed of identified issues of particular importance and further facilitates and assures that their responses are as timely as conditions permit.

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

1. Manage the day-to-day, annual, and strategic operation of the division including division administration, staff supervision, and coordination with other divisions including budget planning, procurement, and oversight, program planning and implementation, allocating and directing staff resources, program reporting, and the preparation of work / performance plans that define and address division goals and priorities.

2. Supervise the Permit Coordinator, who updates the permit application database.
3. Coordinate departmental participation in inter-disciplinary teams, review and provide comments on Forest Practice Application and Watershed Analyses submitted to Washington State Department of Natural Resources. Conduct LNR compliance monitoring of forest practices to ensure compliance with DNR, Federal, and Tribal guidelines and with LNR goals and WRIA 1 stock recovery plans.
4. Serve as principal technical representative and coordinate LNR participation, responses, and dissemination of information on key issues including Hydraulic Code Reform, Culvert Case injunction implementation proceedings, and Cumulative Impacts Analyses, and similar relevant issues.
5. Conduct the review of Habitat Conservation Plans, 4(d) rules, and other ESA-related plans that are prepared by public and private entities to ensure protection of Treaty resources.
6. Provide technical review and comment of flood control project and flood planning proposals and documents.
7. Conduct review of miscellaneous off-reservation development proposals and prepare comments so that Treaty resources are protected.
8. Coordinate water temperature monitoring with the Restoration Division in the Nooksack watershed.
9. Develop draft policy "White Papers" as needed to guide technical staff in the review and response to complex issues arising in the Lummi U & A. and Traditional Territory
10. Conduct review and comment on FERC and similar project applications and environmental impact statements.
11. Coordinate with the Natural Resource Department Technical Review Committee representatives when needed to screen on-reservation permit applications for potential impacts to Treaty resources within the boundaries of the Lummi Reservation.
12. Perform other, mutually agreed duties assigned by the LNR Executive Director that are within the general scope of work described.

## **MINIMUM QUALIFICATIONS:**

### **Grade 11 (\$34.94 - \$39.35)**

- Bachelor's degree in Native Environmental Science, fisheries, ecology, biology, hydrology, geomorphology, geography or related natural resources field and;
- Three (3) years of experience in tribal fisheries and / or natural resource management;  
**AND**
- Three (3) years of experience with federal, state, local, and tribal government and processes, and environmental and tribal law required and/or experience in salmon policy, administration, and management in the Pacific Northwest and knowledge of salmon, harvest, hatchery, and habitat issues in Lummi's U&A.

### **Grade 12 (\$40.14 - \$45.20)**

- Bachelor's degree in Native Environmental Science, fisheries, ecology, biology, hydrology, geomorphology, geography or related natural resources field and;
- Five (5) years of experience in tribal fisheries and / or natural resource management;  
**AND**
- Five (5) years of experience with federal, state, local, and tribal government and processes, and environmental and tribal law required and/or experience in salmon policy, administration, and management in the Pacific Northwest and knowledge of salmon, harvest, hatchery, and habitat issues in Lummi's U&A; OR
- Master's degree in Native Environmental Science, fisheries, ecology, biology,

- hydrology, geomorphology, geography or related natural resources field; and
- Two (2) years of experience in tribal fisheries and / or natural resource management;  
**AND**
- Two (2) years of experience with federal, state, local, and tribal government and processes, and environmental and tribal law required and/or experience in salmon policy, administration, and management in the Pacific Northwest and knowledge of salmon, harvest, hatchery, and habitat issues in Lummi's U&A; OR
- 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 program management abilities including: supervision of a staff; program planning, goals development and achievement; budget preparation and monitoring, grant funding procurement, and presentation of program elements to policy bodies and others as needed.
- Demonstrated ability to analyze complex issues and propose strategies and tactics leading to solutions that resolve issues and protect Lummi treaty-reserves rights and resources.
- Familiarity with tribal treaty rights, fish habitat assessment methods, assessment of environmental and land-use impacts to fisheries and other treaty-reserved resources and water quality, scientific literature regarding forestry and other land-use interactions with fisheries.
- Ability to coordinate/facilitate meetings, and have excellent oral and written communication skills, cultural sensitivity and awareness, empathy, and collaborative problem-solving approach.
- Demonstrated experience in writing technical documents, such as grant proposals, interagency agreements, policy position and technical comment letters.
- Demonstrated ability in developing program and grant budgets, tracking expenditures, and ensuring deliverables are met per the grant timeline.
- Proficiency in the use of computer software including Microsoft Office products and other software such as ArcGIS and similar products in the processing, cataloging, and analysis of physical and biological data.
- Ability to effectively utilize time during regular business hours, and the ability to work beyond regular working hours when required for meeting task objectives in a timely fashion.
- Must 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
- Position requires Criminal 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](mailto: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.