



# 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:** Director of Planning

*\*\*Re-Advertise\*\**

**OPEN:** April 17, 2026

**EXEMPT:** Yes

**SALARY:** (14) \$52.96-\$59.64/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** May 29, 2026

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Planning

**SUPERVISOR:** Tribal Administrator

**VACANCIES:** 1

**JOB SUMMARY:** The role of this position is to manage, supervise and provide direction to various departments including Long Range, Permitting, Transportation, Code Enforcement, Solid Waste Program, and Realty. The Planning Director directly reports to the General Managers Office. The incumbent will oversee the implementation of land use policies, procedures and practices to achieve the goals of the General Manager, LIBC, The Lummi General Council and Planning Commission. Responsibilities also include the preparation of official controls such as zoning, land use, master plan, transportation plans, and public facility plans. Additionally, the role involves the development and update Shoreline and coastal management programs. Efficient utilization of grant and Tribal funds as well as managing consultants as needed, is essential. This position is responsible for both short-term and long-term planning, along with establishing and maintaining effective organizational practices to ensure optimal services to the community. The evaluation of planning-related legislation and its relevance to department projects is also a part of the role. Finally, this position will ensure a seamless transition and collaboration with the Public Works Director during the implementation of master plans.

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

1. Direct supervision of Long-Range Planning, Transportation, code enforcement, solid waste program and Realty Staff.
2. Maintain effective communication and cooperation with other LIBC departments.
3. Oversees the development and implementation of annual work plans consistent with the Community Plan and LIBC goals, and the reporting of progress to the General Manager.
4. Establishes internal policies, procedures and controls to monitor and control progress of operations towards objectives and to ensure consistency.
5. Develop, update or amend planning documents for Planning Commissioner and LIBC review and approval, including but not limited to community plan, comprehensive land use plans, zoning ordinance, zoning map, Transportation Improvement Program, land use and

- zoning regulations, building codes, coastal zones management plan and leases of tribal property.
6. Implement the Performance Based Budgeting process with establishment of data gathering strategy for on-going annual program evaluation, planning and development.
  7. Develop and implement tribal policies relating to land leases, land consolidation, fee-to-trust and trust-to fee transactions, and other areas of land use development and ownership that promote wise stewardship of reservation land and resources.
  8. Evaluates proposal for planning and/or engineering consulting services.
  9. Meeting with tribal members in the implementation and enforcement of codes and regulations, with contractors and staff to ensure effective project management and with federal, state, and local agencies to promote tribal issues and inter-agency cooperation.
  10. Review requests for qualifications request for proposals, bid advertisements, contracts and other legal documents relating to master planning projects. Assists the Public Works Director by serving on project design proposal scoring and evaluation team.
  11. Administers Title I5-Land Use Zoning and Development Code, Title ISA –Flood Damage Prevention code, Title 18 –Solid Waste Control and Disposal Code, Title 22—Building Code, Title 35—Probate Code, Title 42—Land Tenure Code, and any other code assigned by the LIBC.
  12. Responsible for oversight of the Nation’s Code Enforcement program, pursuant to titles 15, 18, 22, and Title 42

#### **MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in Planning or a related field required.
- Master’s degree *Preferred*.
- Must have 5-10 years related work experience *required*.
- Must have 5 years of management or supervisory experience.
- Experience working in a tribal government is *preferred*.
- Must have knowledge of Tribal planning, zoning, shoreline and coastal zone management and construction and project management is **required**. Familiarity with Tribal and federal rules and regulations is desirable.
- Prior experience in construction management or private business involving interaction with tribal government entities on matters related to land use and life-safety codes is desired.
- May be required to possess or obtain certification from the American Institute of Certified Planners (AICP) within one year of employment.
- Must have a Strong understanding of urban/regional planning principles.
- 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:**

- Requires the ability to speak formally to large groups and the ability to effectively explain major concepts and principles of planning, development, construction, reality and facilities management.
- Must have strong leadership skills and staff development skills.
- Must maintain strict confidentiality at all times.
- Ability to establish and maintain effective working relationships with officials from various governmental entities, other employees and the general public and Lummi General Council Members.

- Ability to prepare and direct the preparation and implementation of budgets, planning documents, codes and ordinances, department materials and correspondence.
- Must have the skill to oversee several divisions and be able to execute and manage outside consulting contracts.
- Familiar with basic principles of real estate ownership, property right and real estate transactions: especially as these are affected by Tribal sovereignty, federal trust responsibilities and evolving federal law as it relates to Indian landowners.
- Knowledge of an experience in developing public land use policies.

**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.