



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

JOB ANNOUNCEMENT

JOB TITLE: O&M Coordinator II

Operations & Maintenance (O&M)/Transportation

OPEN: May 26, 2026

CLOSES: June 04, 2026

EXEMPT: No

JOB CODE:

SALARY: Education Salary Scale

DIVISION: Education

SHIFT: Day

DEPARTMENT: O&M/Transportation

LOCATION: Lummi Nation School

SUPERVISOR: Lead Principal

DURATION: Regular Full-Time 12 Month

VACANCIES:1

JOB SUMMARY: O&M Coordinator is responsible to ensure a systematic and efficient office management system is developed and maintained for the Operations & Maintenance/Transportation Office. Incumbent will provide coordination support to the O&M Director and Transportation Manager. The O&M coordinator is responsible to manage clerical and office needs and assistance to the director with day-to-day department functions and coordinate department activities, 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.

1. Prepare and process Accounts Payable, Accounts Receivable, payroll/timecards, purchase orders, contracts, work orders, travel per diem, reconciliations, community contributions, and budget requests for O&M and Transportation Department – consult and work with the Education Finance department when needed.
2. Coordinate and process O&M and Transportation professional and construction contracts, bids, quotes, and funding-related requirements, ensuring compliance with LNS/LIBC accounting policies and supporting documentation standards. – consult and work with the Education Finance department when needed.
3. Collaborate with the LNS administrative team and Education Finance to coordinate, monitor, prepare, and process departmental expenditures, payroll, purchase orders, contracts, SRIRs, travel, and other financial needs. – consult and work with the Education Finance department when needed.
4. Assist principals and departments with contracts, budget management, bids, quotes, curriculum needs, and other funding-related requirements. – consult and work with the Education Finance department when needed.
5. Coordinate supply ordering and ensure completion of end-of-year inventory check-out processes.
6. Monitor and track annual budgets for the O&M and Transportation departments.
7. Coordinate and process O&M backlog and inventory using FMIS/MAXIMO systems in compliance with BIE and BIA requirements.
8. Oversee and maintain inventory of GSA vehicles, facility keys, and badge access cards for all classrooms, offices, and facilities.

9. Manage all facility rental agreements, including scheduling, invoicing vendors, maintaining supporting documentation, and ensuring all fees are collected and recorded.
10. Meet regularly with the O&M/Transportation Director and Transportation Manager to determine weekly and monthly operational needs, develop plans, and maintain effective communication.
11. Administer facilities and maintain a comprehensive master facilities use calendar for facility usage, school activities, vendor rentals, and events to prevent scheduling conflicts.
12. Maintain calendars, and coordinate, track, organize, and attend meetings, including federal, state, and program-related meetings.
13. Prepare and coordinate meeting agendas, minutes, notices, manuals, correspondence, and supporting documentation for departmental and safety committee activities.
14. Manage the GSA fleet, including vehicle scheduling, mileage tracking, maintaining required documentation, completing annual mileage reports, and ensuring routine maintenance and service.
15. Coordinate scheduling and staffing for maintenance, custodial, security, and transportation personnel to ensure departments are fully staffed and operational.
16. Develop and maintain filing systems and records to ensure compliance with audits, grant regulations, and accountability requirements.
17. Prepare, coordinate, and submit required reports to BIE, BIA, and state compact agencies; maintain all supporting documentation, including fleet and rental records; and produce recurring and special reports.
18. Support overall operations by covering duties of other support staff as needed; attending safety committee meetings and required trainings; managing A/P, work orders, and supply needs for safety projects; participating in school improvement and community activities; and performing other duties as assigned.
19. Collaborate with administrative staff as necessary regarding LNS policy and procedures; in addition, cover for LNS support staff as needed.
20. Attend training relevant to job duties and responsibilities.
21. Ability and willingness to cross-train with other administrative support staff to gain professional knowledge and expertise in each support staff's specific area.
22. Ability and willingness to cover and perform duties of other LNS support staff when needed
23. Other duties as assigned by the direct supervisor or delegate

MINIMUM QUALIFICATIONS:

- AA Degree in Business, Direct Transfer Degree or a two-year degree in a related field
- OR 4 years of successful work experience as an Executive Administrative Assistant, Office Coordinator or Office Manager
 - **AND** at least 2 years of experience in Accounting/Finance processes and procedure
- 2 years' experience managing, scheduling and executing facility use agreements, facility Calanders and Contracts
- 5 years of experience working in an educational setting; preferred
- 3 years' experience with Microsoft Office and its features; Excel, Publisher, etc.
- 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.
- Able 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 always maintain strict confidentiality.

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

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Regular Full-Time 12-month Employee.
- Salary depends on qualifications.
- 90 Day Probationary Evaluation Period Applies.

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.