



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 Human Resources
Lummi Indian Business Council (LIBC)

OPEN: June 12, 2026

EXEMPT: Yes

SALARY: (15) \$60.83-\$68.51/hr. DOE

SHIFT: Day, Varies

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled; 1st review 6/26/2026

JOB CODE:

DIVISION: Administration

DEPARTMENT: Human Resources

SUPERVISOR: Deputy General Manager

VACANCIES: 1

JOB SUMMARY: The Human Resources Director (HRD) is responsible for the development, maintenance, and administration of the Nation's comprehensive human resources operations and functions. The Director works under the general supervision of the General Manager and works cooperatively with department Directors/Managers to develop, manage, implement, and evaluate human resource practices, personnel policies development, professional development, records and systems management, employee and operation performance management, and strategic planning goals consistent with the mission and goals of the organization. This position requires diverse human resources and organizational development skills allowing the incumbent to effectively perform wide variety of management, administrative, and supervisory functions of the Human Resource Department and the LIBC organization.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following and other related duties that may be assigned.

1. Implement and support the directives, goals, and objectives of the LIBC and General Manager's Office related to personnel policies, procedures, employee relations, benefits administration, and human resources operations.
2. Attend LIBC and General Council meetings as required to provide reports on employment activities, policy updates, workforce demographics, employment opportunities, and the status of Tribal Employment Preference laws and regulations.
3. Ensure the fiscal integrity of the Human Resources Department by developing, monitoring, and administering the departmental budget. Prepare annual budget requests, work plans, and budget amendments in compliance with applicable tribal laws, policies, and procedures, including LCL Title 28.
4. Ensure the efficient and effective utilization of departmental resources, including personnel, equipment, facilities, materials, and financial resources, to support organizational objectives.
5. Collect, analyze, and report workforce and human resources data, including employee surveys, exit interviews, workforce metrics, compliance reporting, and HRIS-generated reports. Serve as the primary steward of employee data within the Human Resources Information System (HRIS), ensuring accuracy, integrity, confidentiality, security, and appropriate use of HRIS data to support reporting, compliance, and decision-making.
6. Develop departmental goals, objectives, and performance measures and ensure their timely and effective accomplishment. Provide periodic progress reports to leadership.
7. Collaborate with the General Manager's Office, Department Directors, Finance, and Information Technology staff to develop workforce strategies, staffing plans, efficient workflows, and operational procedures that support organizational goals and long-term planning.

8. Direct and oversee personnel management activities, including position management, workforce planning, recruitment, hiring, employee development, performance management, succession planning, and disciplinary actions, either directly or through subordinate supervisors.
9. Develop and implement communication strategies to ensure managers and employees are informed of personnel policies, organizational changes, employment programs, and management initiatives.
10. Develop, implement, and monitor employee performance management and professional development programs. Provide guidance and support to managers in conducting employee evaluations and succession planning activities.
11. Develop and provide guidance to departments regarding employee relations programs, conflict resolution, complaint management, and employee assistance resources in compliance with Personnel Policies and Procedures.
12. Provide technical expertise and guidance to the General Manager's Office regarding tribal and federal employment laws, staffing issues, human resources strategies, management practices, workforce planning, and other human resources matters.
13. Direct all recruitment and staffing activities, including advertising, applicant screening, interviewing, job offers, and pre-employment testing, to ensure compliance with Tribal Employment Preference, Indian Preference requirements, and all applicable tribal and federal laws.
14. Administer and oversee the Human Resources Information System (HRIS), including system administration, user access, workflow management, reporting, training, troubleshooting, vendor coordination, data integrity, and ongoing system optimization to improve efficiency and service delivery.
15. Direct the development and administration of employee orientation programs and support the Training and Development Coordinator in developing and implementing an annual training calendar and related workforce development initiatives.
16. Establish and maintain departmental staff development and training programs. Work collaboratively with administrators, supervisors, and employees to identify workforce development needs and implement effective training strategies.
17. Oversee the administration of employee benefits programs, including health insurance, retirement plans, leave programs, employee assistance programs, and other personnel benefits.
18. Ensure compliance with and effective administration of the Nation's Drug and Alcohol Testing Policy.
19. Maintain the highest standards of integrity, professionalism, consistency, and ethical conduct in all interactions with employees, managers, tribal officials, consultants, external partners, and the public.
20. Review background investigation materials for accuracy and completeness and make final determinations regarding applicant and employee eligibility in accordance with established policies and procedures.
21. Maintain strict confidentiality of personnel, medical, student, and other sensitive information in accordance with applicable privacy laws, regulations, and organizational policies.
22. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's degree in Human Resource Management, Business Administration, or a related field is preferred.
- Bachelor's degree in Business Administration, Human Resources, or a related field is required.
- Minimum of five (5) years of Human Resources management experience required.
- Minimum of two (2) years of leadership experience within a tribal organization required.
- Experience in three (3) or more Human Resources functional areas required, including but not limited to: HRIS administration, Staffing and recruitment, Benefits administration, Employee development, Employee relations, and Budget planning, development, and management
- Professional Human Resources certification (SHRM-CP, SHRM-SCP, PHR, or SPHR) preferred.
- 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:

- Excellent oral communications skills and the ability to establish and maintain effective working relationships with department directors, subordinates, employees, job applicants and community members.

- Excellent writing skills for preparation of reports, policies, and organizational communications.
- Must have excellent organizational skills required to simultaneously manage multi-tasks and must be able to work well under pressure and stress.
- Excellent inter-personal communications ability and good listening skills.
- Ability to ensure maintenance of confidentiality on all personnel matters.
- Knowledge of principles and practices of personnel administration, including recruitment, selection and placement, benefits, labor relations, job analysis and classification process, performance appraisal, employee training and organizational development.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique and coordination of people and resources.
- Strong background in researching skills in human resource development with market value analysis to support the position development process within the organization.
- Strong management skills including leadership/supervisory related to problem analysis and decision-making, planning, and organizing, management control, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management and the ability to solve problems with individuals and in group settings.
- Ability to build collaboration and harmonious working relationships and coalitions among managerial staff and employees of the organization.
- Knowledge of tribal and federal laws personnel laws and policies and the ability to interpret and apply the guidelines, codes, regulations, policies to strengthen operation or where needed.
- Skills in independent thinking to support goals and objectives of the organization personnel management activities.
- Highly literate for integrating computer applications into the work of the department.
- Ability to member subordinates to a higher level of performance achievement and obtain employment opportunities.

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.

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.