



# 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:** Planning & Public Works Contract Specialist

**OPEN:** July 9, 2026

**EXEMPT:** No

**SALARY:** (10) \$30.42-34.26/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** July 28, 2026

**JOB CODE:**

**DIVISION:** Planning & Public Works

**DEPARTMENT:** Planning & Public Works

**SUPERVISOR:** Deputy Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction and supervision of the Planning & Public Works Deputy Director, the Contract Specialist is responsible for a wide variety of procurement and contracting duties including drafting contracts, change orders and interagency agreements; preparing bidding documents and conducting bidding processes, ensuring all legal, insurance and bonding requirements are met prior to contract execution; preparing reports, recording documents; maintain filing systems; and working with project managers to administer active contracts.

The position requires demonstrated skill in public procurement and contracting for formal and informal bidding processes and proven experience in all phases of the contract's lifecycle. The Contracts Specialist works independently on assigned contracting tasks with general guidance from the Deputy Director. Work is performed in a professional office setting and in a team environment.

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

1. Facilitate procurement for public works construction and professional and general services; RFQ, RFP, and Invitation to Bid processes; scheduling, noticing, assembly of bid documents; may attend pre-bid meetings and bid openings; and preparation of contracts.
2. Manage contract development through all lifecycle stages (draft, revision, approval, filing, and distribution, ensuring that insurance, bonding and legal requirements are met, and internal processes and records are maintained.
3. Professional interaction with colleagues, other public agencies, developers, contractors, consultants and the public.
4. Administration of active contracts, notify, and ensure completion and compliance with all deliverables in collaboration with project managers and responsible parties.
5. Provide on-going assistance to staff on contract development and compliance issues.
6. Administer Agency records management policies and procedures to maintain complete, orderly, accurate and accessible working files and archives.
7. Evaluate records for retention in compliance with approved policies
8. Perform special projects as requested and other duties as assigned.
9. Ensure all procurement and contract activities receive correct directive and authorizations.
10. Enforce the LIBC procurement policies
11. Ensure all acquisitions are supported by sufficient documentation to meet all compliances-procurement, funding agency requirements, Lummi code of Laws, etc.

12. Receive authorization from GM or Policy to procure goods and services.
13. After receiving authorization to solicit the Contract Specialist will ensure all required forms and information is completed to proceed to procurement
14. After the Contract specialist confirms a complete acquisition request the Contract specialist will then work with the department to decide on which correct procurement method to pursue for each acquisition.
15. The Contract specialist will have final authorization on procurement matters
16. The Contract specialist will assist with any pre planning of a solicitation to ensure solicitation notice complies with varies federal, state and Lummi Policy and procedure.
17. Identify any exceptions or changes that may be required in standard solicitation notice and contract provisions to accommodate unique circumstances.
18. Assist with Contracting plans, from development to approval
19. Work with the Attorney's Office to prepare contracts
20. Ensure Contract terms and provisions meet all requirements set forth by funding, location and procurement.
21. The Contract specialist will keep a contractor list and files for each contractor to track performances for qualification or disqualification from project solicitations.
22. Ensure Contractors follow up with any required process (Background check, Agreements, TERO, etc) and all required documents are placed in file
23. Verify Contractor's credentials
24. Verify all requirements are completed for contracts
25. Work within code of ethics and conduct during award and negotiations
26. Assist when needed in any post award conflicts or modifications
27. Maintain all contract forms and make revisions

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in the field of accounting/finance, administration or related fields with at least 3 years experience in the field of tribal procurement and contracts.
- OR 5 years of qualifying work experience and knowledge in Procurement, Contracts and Finance.
  - Procurement*-Proven working experience and knowledge in procurement process, procedures and practices, all aspects of bid solicitation. Experience with bidding in construction services and activities
  - Contract administration/management*- Expert knowledge of contracting methods, contract types, contract development and acquisitions from planning to implementation. Experience with integrating compliance and facilitating with wide range of programs.
  - Finance experience*- Experience with budgets and audit process. Experience working with financial software/database
- 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:**

- Must know formal and informal competitive bidding principles and processes and legal requirements and,
- Best public agency practices to procure goods, services, and public works construction and
- Basic principles of contract law.
- Must know types of agreements used in construction projects and interagency partnerships.
- Contract administration
- Can developing and/or managing contracts, including tracking documents through the contracting lifecycle, contract compliance items, and keeping organized records.

- Ability to research, read, and comprehend complex contract documents.
- Ability to organize and successfully complete a variety of contract-related responsibilities for complex and visible public projects.
- Strong knowledge of all LIBC funding policies, procedures, Codes, Laws and Regulations.
- Working knowledge of finance and/or accounting in terms of budgeting, cost management, accounting and risk management.
- Ability to work in a fast pace against deadlines
- Strategic mindset for problem-solving in procurement principles and best practices. Must have prior experience working with Federal and State Agencies granting agencies.
- Proficient in Microsoft Excel, Word, and Office programs.
- Performs duties and assignments independently at full working level with policy, non-routine, problematic or sensitive situations related to procurement or contracts.
- Ability to work under timeline pressures with a high degree of accuracy and attention to detail with constant interruptions and changing deadlines or priorities.
- Ability to read and respond to large volumes and different variety of inquiries or requests.
- Possess excellent organizational skills and excellent communication skills both written and oral.
- Ability to communicate with all departments, agencies, vendors with discretion and courtesy in the course of work.

**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 have prior experience working with contracts and procurement.

**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.