



# 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:** Grants Specialist III  
Lummi Natural Resources (LNR)

**OPEN:** September 20, 2019

**EXEMPT:** Yes

**SALARY:** (9) \$25.09-\$32.32 per hour DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** October 11, 2019

**JOB CODE:**

**DIVISION:** LNR Administration

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** LNR Deputy Administrator

**VACANCIES:** 1

**JOB SUMMARY:** This is a natural resource position that serves as a senior Grant Specialist to the LNR Division Managers under the direction of the LNR Deputy Administrator. Incumbent will coordinate with LNR Division Managers, LIBC Funding Office, OMB, Contracting and Accounting Departments to administer awarded grant funds, process and manage contracts with subcontractors and grant contracts with funding agencies and ensure for compliant and timely expenditure of grant funds. Incumbent will also summarize grant information for the Director's Office and coordinate the internal LNR grant application process.

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

1. In coordination with LNR Division Managers, LIBC Funding office, OMB, Contracts, and Accounting Department, administer grant awards including LIBC budgets, Accufund accounting, invoice submission, contract paperwork and processes, and ensure for accurate and timely expenditure of grant funds. Trouble-shoot payment and invoicing issues.
2. Develop and implement an internal grant application and tracking system for all LNR grants.
3. Serve as the administrative lead relative to the Lummi Natural Resource's role as the Water Resource Inventory Area 1 - Nooksack River Basin (WRIA 1) Lead Entity fiscal agent. Coordinate with the WRIA 1 Policy Lead to develop and process contracts, resolutions, track invoices and contracts with WA State Recreation and Conservation Office (RCO) and watershed contractors, and maintain documentation of funding allocations and budget status.
4. Review grant opportunities provided by the LIBC Funding Office, research and seek new grant opportunities, make recommendations to the LNR Directors Office and Division Managers on funding opportunities that fit the LNR mission and goals of specific Divisions.
5. Support the LNR managers with grant applications as needed; this may include obtaining signatures for documents, budget development assistance, mailing or entry into an online system, and drafting grant proposals as needed.
6. Provide annual status and trend grant reports to Director's office by June 30<sup>th</sup> of each year and other times as requested.

7. Development and/or maintenance of grant budget tracking workbooks for each Division and provide regular reports on grant balances and spend down forecasts to Managers and the Director's Office.
8. Support the LNR Division Managers and OMB with grant audits as necessary. Obtain and review audit results and provide summaries to the Director's Office.
9. Coordinate and assemble contracts and contract documents with subcontractors; assist the LNR Managers with advertising and distribution of RFPs/RFQs and contract bid documents.
10. Assist the LNR managers and funding department with obtaining grant contracts; process paperwork to obtain new account numbers; and assist with LIBC resolutions if needed.
11. Manage contracts, to include submitting invoices for payment after approval by appropriate manager, tracking invoices by subcontractor and tracking and resolving issues relating to payment of invoices.
12. Support the LNR managers with tracking grant budgets and final financial closeout of expiring grants and prepare journal entries as needed to transfer funds and ensure that journal entries are entered into the general ledger system.
13. Perform other duties assigned by the immediate supervisor within the general scope of work described.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Tribal Governance and Business Management (TGBM) or equivalent and two (2) years of environmental project management or related experience;
- **OR** a Bachelor's degree in Native Environmental Science or equivalent and two (2) years of contracting or business management experience.
- 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 experience in administrative and clerical procedures, budgeting and financial reporting, computers and relevant software (including word processing, spreadsheet, and database applications), and customer service principles and practices.
- Demonstrated experience with basic accounting principles and forensic accounting.
- Experience as environmental project manager.
- Ability to coordinate/facilitate meetings, and have excellent oral and written communication skills, cultural sensitivity and awareness, empathy, and cooperative and collaborative problem solving approach.
- Demonstrated experience in contract writing and administration, developing interagency agreements, grant writing, real estate title work, report writing, etc.
- Ability to pay attention to detail, effective utilization of time during regular business hours, and the ability to work beyond regular working hours when required to meet task objectives in a timely fashion.
- Strong computer background with experience using word processing, spreadsheet, and presentation software, and the internet.
- Demonstrated ability to produce oral and written technical reports in a timely manner.
- Proficient using MS Word, Excel, Outlook, Access, and Power Point, and the internet.
- 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 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](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.