



CITY OF SEATTLE

Tribal Relations Liaison (SA2 - Exempt)

SALARY:	\$35.38 - \$38.31 Hourly
LOCATION:	City Hall, 600 4th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Office of Intergovernmental Relations
BARGAINING UNIT:	Not represented
CLOSING DATE	11/22/11 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Office of Intergovernmental Relations, in the Executive Department, is seeking candidates for Tribal Relations Liaison. This position is responsible for overall coordination of the city's relationships with Native American tribal governments, and also American Indians and Alaska Natives living in Seattle. It involves providing expertise on Pacific Northwest and Washington tribal history, treaties, sovereignty, self-governance, protocols, customs and traditions, natural resources, and cultural properties; and facilitating the identification and discussion of urban Indian needs in Seattle. It especially includes establishing and strengthening ties and relationships with tribal councils, chairpersons, officials, and staff, and urban Indian leadership.

JOB RESPONSIBILITIES:

- Develop city policy, procedures and protocols regarding city relations with Native American tribal governments and urban Indian leaders in coordination with appropriate city departments and staff.
- Advise city officials on Pacific Northwest and Washington tribal history, treaties, sovereignty, self-governance, protocols, customs and traditions, natural resources, cultural properties, and other issues concerning city relations with Native American tribal governments. This includes review and advice on technical documents such as traditional cultural property inventories, archeology reports, etc.
- Assist in development of strategies for city discussions and negotiations with Native American tribal governments, in hope of creating mutually beneficial agreements and partnerships between the city and those tribal governments.
- Coordinate staffing of city elected officials and departmental directors in discussions and negotiations with Native American tribal governments.
- Manage special projects as needed, such as leading city officials and staff in reviewing urban Indian needs and services in Seattle.
- Strengthen relationships with Native American tribal governments while coordinating and providing expertise to other city departments involved in these relationships.

QUALIFICATIONS:

Strong analytical, writing, and oral communication skills. At least four years experience providing policy analysis and development in fields such as natural resources management and cultural property/archeology, including staffing tribal and/or governmental decision makers. Working knowledge of and demonstrated experience with Native American tribal protocol, custom, tradition, culture, and governmental relations. A Bachelor's degree in Public Administration, Environmental Resources, Archeology, or a related field, or a combination of training and experience which provides equivalent background to perform the job responsibilities.

ADDITIONAL INFORMATION:

Desired Qualifications: Experience working with Native American tribal governments on matters requiring knowledge of tribal government and tribal negotiations and relations with other governments. Experience working on a team addressing complex, high-level projects in an organization with multiple lines of business. Legal work on tribal/treaty matters. An advanced degree in a relevant field, such as a law degree.

The compensation level for this position will be determined based on the selected applicant's relevant experience, education, and skills.

For more information on the department please click here: <http://www.seattle.gov/oir/>

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2011-01115

<http://www.seattle.gov/jobs>
TRIBAL RELATIONS LIAISON (SA2 - EXEMPT)
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.

Tribal Relations Liaison (SA2 - Exempt) Supplemental Questionnaire

* 1. Which best describes your highest level of education?

- High School or GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Juris Doctorate
- PhD

* 2. What is the focus of your degree?

- Public Administration
- Environmental Resources
- Archeology
- Related Field
- Other

* 3. Which of the following best describes your experience in providing policy analysis and development in fields such as natural resources management and cultural property/archeology, including staffing tribal and/or governmental decision makers?

- Less than 4 years
- 4-6 years
- 7-8 years
- 9-11 years
- 12 or more years

* 4. Do you have experience working with Native American tribal governments on matters requiring knowledge of tribal government and tribal negotiations and relations with other governments?

- Yes No

* 5. Do you have experience working on a team addressing complex, high-level projects in an organization with multiple lines of business?

- Yes No

* 6. Do you have experience working with legal work on tribal/treaty matters?

- Yes No

* Required Question

