

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



Re-Advertised

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Legislative Program Manager

**SALARY:** Pay Range: 10  
Starting Salary: \$60,000 to \$65,000 annually, DOE/DOQ

**DEPARTMENT:** Communications

**LOCATION:** Position located at Nixyaawii Governance Center, Mission, Oregon,  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Non-Exempt status

**SUPERVISED BY:** Communications Director

**OPENING DATE:** October 27, 2015

**CLOSING DATE:** November 13, 2015

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

At the direction of the communications director, the Legislative Program Manager will assist the Office of the Executive Director and Board of Trustees in tracking and analyzing legislation that may affect the Confederated Tribes of the Umatilla Indian Reservation. The Legislative Program Manager will also be responsible for developing and recommending strategies and actions related to legislation at the local, state and federal levels, and will serve as the primary staff liaison with the Tribe's federal and state lobbyists.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

- Analyze governmental and political trends and actions at the state and federal levels.
- Develop forecasts of tribal needs, resources, and opportunities as they relate to legislative and intergovernmental affairs.
- Provide tribal leaders with information, processes, and tools needed to establish legislative goals and strategies for the Tribe. Provide technical assistance to tribal leaders in developing legislative strategies and drafting legislation on behalf of the Tribe.
- Develop and present recommendations to tribal leaders on the actions and strategies the Tribe should take in response to, or in advance of, legislative activities.
- Track and remain up-to-date on proposed legislation (at local, state and federal levels) that may affect or involve tribal rights, responsibilities, privileges, and programs.
- Coordinate analysis of proposed legislation with Tribal staff and policy representatives and assist in developing the most appropriate response or actions.
- Take the lead in developing and writing testimony to be presented before the Oregon and Washington State Legislatures or U.S. Congress. Coordinate with key staff and policy representatives to determine the basis of the testimony. May also serve as the tribal representative that orally delivers the testimony before the legislatures or U.S. Congress.
- Provide timely, regular updates to tribal leaders on the status of proposed legislation and other legislative activities. Develop and maintain internal communications processes to ensure the Tribe's awareness of federal and state legislation that may affect the organization including utilizing all available resources.
- Maintain regular communication with the Tribe's lobbyists who operate in Salem, Oregon, Olympia, Washington and Washington, DC. Provide information to tribal leaders on the lobbyists' observations and recommendations. Provide direction and assignments to the tribal lobbyists based on strategies and discussions with tribal leaders. Ensure contract deliverables are being met by lobbyists and communicating with the Communications Director and Office of Executive Director about contract deliverables and issues.
- Monitor federal and state agency policy and administrative rule-making activities and advise other CTUIR departments on relevant rule-making.
- Maintain confidential information relating to policy development and analysis.
- Provide supervision to subordinate staff as delegated.

### SUPERVISORY AUTHORITY:

None, except on occasion as delegated in writing by the Communications director in his/her absence.

SIGNATORY AUTHORITY: Program budget as delegated by the Communications Director and Office of Executive Director.

ACCESS TO SENSITIVE AREAS: Executive Suite

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

- Bachelor's degree with strong coursework in political science, business administration, tribal government, public policy public administration, communications, public relations; plus at least four years' experience in legislative advocacy, policy analysis, tribal policy, government administration, or communications/public relations.

**AND**

1. Excellent communication skills, including written, oral, and listening.
2. Demonstrated supervisory skills
3. Excellent analytical skills
4. Ability to exercise resourcefulness, tact and leadership in representing the Tribe to other governmental representatives and elected officials and to practice confidentiality as needed.
5. Working knowledge of tribal government and tribal issues.
6. Knowledge of legislative processes (local, state and federal), lobbying, and Indian rights/issues.
7. Willingness and availability to travel up to several times per month when the legislatures and U.S. Congress are in session, sometimes on short notice.
8. Broad understanding of Indian culture and traditions.
9. Excellent organizational skills

**PHYSICAL DEMANDS:**

1. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
2. Ability to sit for long hours at a computer using a keyboard and mouse.
3. Ability to lift 25 lbs. overhead to filing cabinets.
4. Ability to move tables and chairs for meetings.
5. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

**SELECTION PROCESS:**

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (both sections).
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted

interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timíne Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

 9.25.2015  
Approved: Jue-Jue Withers-Lyons, Staffing & On Boarding Manager Date

---

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature Date