



LOWER ELWHA KLALLAM TRIBE Policy Analyst

OVERVIEW: The Policy Analyst serves as a liaison/representative for the Lower Elwha Klallam Tribe and under the supervision of the Natural Resources Director, working closely with the Fish Committee, Hunting Committee, the Lower Elwha Tribal Business Committee, and Lower Elwha tribal staff. The Policy Analyst summarizes and analyzes natural resource issues, develops alternative actions and provides options for consideration by Tribal Policy. Participates in policy arenas involving

other Puget Sound Treaty Tribes, State/Federal/ and local governments, and the Northwest Indian Fisheries Commission (NWIFC).

WORK LOCATION:	Natural Resources Department
SUPERVISED BY:	Natural Resources Manager
POSITION STATUS:	Full-time w/benefits
GRADE LEVEL:	Grade 13 (\$22.04/45,843 - \$28.47/\$59,217)
WORK SCHEDULE:	8 to 4:30, Monday thru Friday

ESSENTIAL FUNCTIONS OF JOB:

- Assist the Natural Resources Director, Fish Committee, Hunting Committee, and Tribal Council in matters concerning shellfish, finfish, and wildlife issues facing the Tribe.
- The Policy Analyst attends all Fish and Hunting Committee meetings, presents information and alternative strategies at these meetings, as well as Business Committee and Community Council meetings, as necessary.
- The Policy Analyst will develop position papers, briefs, and status reports in order to keep Council, the Elwha Community, and the respective committee members up to date on important policy issues associated with natural resources.
- Help to prepare and edit Tribal/Department literature and governmental relations materials such as position papers, media packets, and other materials by Business Committee members while attending policy meetings.
- Plan and coordinate meetings, special events and tours for elected officials and staff as necessary.
- Assist in the preparation of written reports, recommendations, statements and testimonials for the Business Committee and other tribal officials for public presentation. Coordinate with Legal Counsel, and appropriate Tribal departmental directors.
- Work closely with appropriate tribal staff in the review and analysis of Natural Resource departmental policy in order to determine which measures are of concern to the Tribe. Provide detailed analysis of and provide written reports, position papers and make recommendations accordingly.
- Work with the Natural Resource department to collect news articles/stories about the Tribe, proposed Ordinance, or governmental or judicial activities that could impact the Tribe or its operations. As appropriate, prepare a timely summary of key points and potential impact of the story/activity.
- Prepares position papers at the request of the Business Committee for presentation during trips to Washington, DC, when attending National Congress of American Indians (NCAI), and other forums with Tribal position or informational documents are required.
- Develop and maintain working relationships with various community-based or non-profit groups for outreach efforts.
- Assist in the preparation of written reports, recommendations, statements, and testimonials for the Business Committee and other Tribal officials for public presentation. Coordinate with the Tribal Office of Attorneys and appropriate departmental directors.

- Assist in the preparation of special reports for the Business Committee that will be presented to federal, state, local, and Tribal bodies.
- Plan and coordinate meetings, special events and tours for elected officials and staff.
- Requires travel.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Possessing knowledge of specific aspects of tribal fisheries and hunting issues;
- Ability to analyze and develop alternative strategies within the natural resources management arenas;
- Ability to organize and coordinate workload and complete work assignments;
- Ability to comply with **TRIBAL** policies and procedures;
- Ability to follow instructions and adhere to prescribed routines and practices; and
- Ability to meet and communicate orally and clearly with the public and with other tribal and non-tribal governmental representatives.

MINIMUM QUALIFICATIONS:

- A Bachelor of Science in a fisheries-related field + 2 years Natural Resources policy experience. Master of Science in environmental, resource management, public policy preferred. The Bachelor of Science may be substituted by 10 years work-related experience of environmental, resource management/policy or public policy.
- Washington State drivers license.

OTHER CONSIDERATIONS:

- Must be able to comply with the Lower Elwha Klallam Tribe Drug Free Workplace
- Must be a team player, but also should be self-directed
- Must be able to follow directions and guidelines, and complete assignments in a timely manner
- Must be familiar with computer word processing and spreadsheet programs; familiarity with database programs is a plus.
- Must be able to travel out of town, sometimes 2-3 days at a time.

PHYSICAL REQUIREMENTS:

- Ability to work at a desktop computer for extended periods of time.

As with all position of the Lower Elwha Klallam Tribe this position is Indian Preference in hiring accordance with P.L. 93-638.

OPENING DATE: XXXXX
CLOSING DATE: XXXXX
CONTACT: Human Resource Manager
 2851 Lower Elwha Road
 Port Angeles, Washington 98363
 Phone: (360) 452-8471

Updated: September 1st, 2016