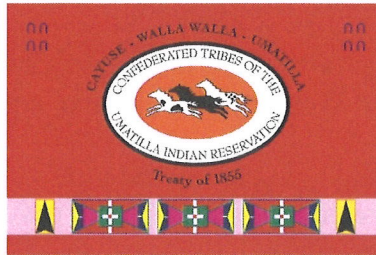


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Legislative Affairs Manager

SALARY: Pay Range: 11-12
Starting Salary: \$95,000 to \$102,000 annual DOE/DOQ

DEPARTMENT: Communications

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

EMPLOYMENT STATUS: Full Time with benefits package
EXEMPT

SUPERVISED BY: Communications Director

OPENING DATE: September 17, 2024

CLOSING DATE: Open until filled with first pull October 9, 2024

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 Reservation. 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 Affairs 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 (CTUIR). The Legislative Affairs 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 CTUIR's federal and state lobbyists.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

- Promote CTUIR legislative priorities and issues to Congressional representatives, federal administrative officials, Oregon and Washington legislative representatives, and Oregon and Washington government officials.
- Provide tribal leaders with information, processes, and tools needed to establish legislative goals and strategies for the CTUIR. Provide technical assistance s in developing legislative strategies and drafting legislation on behalf of the Tribe.
- Develop forecasts of tribal needs, resources, and opportunities related to legislative and intergovernmental affairs.
- 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 CTUIR 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 on coordinating briefing memos and talking points for tribal leadership concerning engagement with legislative representatives and government officials.
- 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.
- Provide timely, regular Legislative Report to the Board of Trustees updates 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, and key staff, on the lobbyists' observations and recommendations. Provide direction and assignments to the tribal lobbyists based on strategies and discussions with tribal leaders. Ensure lobbyists meet contract deliverables and communicate with the Communications Director and Office of the Executive Director about contract deliverables and issues.
- Organize and participate in tours and meetings involving elected or public officials and staff as needed for promotion of CTUIR rights or interests.
- Promote tribal community participation in local, state, and federal elections through coordination with CTUIR Departments.
- Monitor federal and state agency policy and administrative rule-making activities and advise other CTUIR departments on relevant rulemaking.
- Maintain confidentiality of information relating to policy development and analysis.
- Other duties as assigned by the Communication Director related to the position and scope of work.

SUPERVISORY AUTHORITY:

None, except on occasion as delegated in writing by the Communications Director.

SIGNATORY AUTHORITY:

Program budget as delegated by the Communications 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.)

1. Bachelor's degree in political science, business administration, tribal government, public policy, public administration, communications, public relations; AND at least 3-4 years' experience in legislative advocacy, policy analysis, tribal policy, government administration, or communications/public relations.
2. Experience working in tribal, local, state, or federal government or not-for-profit organizations that interact with Tribes and/or Native communities, understanding of local, regional, state, and federal policies that impact Tribes.
3. Broad understanding of tribal history and sovereignty. Excellent communication and analytical skills, including written, oral, and listening.
4. Demonstrated ability to effectively communicate complex issues with tribal leaders, staff, and the public.
5. Team player with strong relationship building skills and ability to exercise resourcefulness, tact and leadership in representing the CTUIR to other governmental representatives and elected officials and to practice confidentiality as needed.
6. Excellent organizational skills and ability to prioritize tasks and manage time effectively.,.
7. Must have a valid state driver's license and meet Tribal insurance requirements to drive GSA/tribally owned vehicles.

PHYSICAL DEMANDS:

1. May work irregular hours at times for conferences, meetings, or events.
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 lbs – Files boxes and/or CUJ

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. 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.
3. 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 §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age 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. Applicants 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 pre-employment drug 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 Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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 if applicable.
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 Timine Way
 Pendleton, OR. 97801
 Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be postmarked by the closing date.

Patricia Farrow

Approved: Patricia Farrow, Sr. Staffing & Recruitment Specialist

09/17/2024
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

