



SENIOR COUNSEL FOR TRIBAL RELATIONS

Department: Planning and Public Works
Job Class #: 165600
Pay Range: Executive 40

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Senior Counsel for Tribal Relations advises the County Executive and executive departments with respect to all matters involving tribal governments and treaty rights. The position will also assist in the development and implementation of county wide tribal relations policies and facilitate engagement between the county and tribal governments.

ESSENTIAL FUNCTIONS:

- Provide expert advice to the County Executive, department directors and managers regarding tribal relations.
- Act as a liaison between Pierce County and tribal governments.
- Build relationships of trust and respect with tribal leaders.
- Ensure Pierce County's consistent interpretation and application of laws, rules, policies and procedures impacting tribal relations.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED: Works under the general direction of and is responsible to the Executive.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, hearing, walking, sitting, bending/stooping, pushing/pulling, unassisted lifting and the ability to sit for prolonged periods of time.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Extensive knowledge of tribal governments, treaty rights and Native American culture, with a special emphasis on the Coast Salish culture and tribes historically inhabiting Pierce County.

Ability to:

- Plan, coordinate and monitor plans, programs and functions.
- Design and make effective presentations.
- Establish and maintain effective work relationships with elected officials, department heads, co-workers, tribal leaders and with the general public.
- Understand and follow written and verbal instructions.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic,

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educational and economic backgrounds.

- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: A Bachelor degree in public or business administration or related field and five years of progressively responsible work experience directly related to the duties of the position is required. Experience must include extensive knowledge of tribal governments, treaty rights and Native American culture. A Juris Doctorate degree is desired but not required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required or the ability to otherwise meet the travel requirements of the position. Ability to successfully complete all required background investigations.