



**The Klamath Tribes**  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

OPEN: 09/06/22  
CLOSE: 09/20/22

EXEMPT   X    
NON-EXEMPT       

**POSITION DESCRIPTION**

**POSITION:** TRIBAL LIAISON

**RESPONSIBLE TO:** Tribal Council Chairman or designee

**SALARY:** Step Range: 31-50; Annual/Full Benefits  
Salary Range: \$66,985 - \$117,301  
Hourly Range: \$32.16 - \$56.39

**CLASSIFICATION:** Professional-Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

**BACKGROUND:** N/A

**POSITION OBJECTIVES**

Under general direction of the Tribal Council, coordinates Tribal Council relationships with all internal and external constituents including, but not limited to, Tribal, State, Federal and Local Government agencies, Tribal sponsored Committees and Boards, Tribal business entities, and Tribal members.

At the direction of Tribal Council, acts on behalf of Tribal Council, including delegated decision-making authority, process oversight and process creation; establishing timelines, milestones, objectives, and measures of success; provides presentations and fulfills information requests.

Tracks, monitors, and facilitates commitments, projects and issues brought to Tribal Council for appropriate action and resolution. The Tribal Liaison develops and manages Tribal relations to address high-level program and policy issues and provides oversight of related internal work across departmental programs. Completes the Tribal Liaison role in the Interdisciplinary Team Review Standard Operating Procedure (SOP)

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Coordinate interaction between political representatives and Tribal Council.
2. Coordinate and manage government to government consultation.
3. Manage internal planning team processes for elected/designated Tribal officials (Tribal Council, KIGC, and Advisory Committees).
4. Procure funding by lobbying political leaders for direct funding opportunities.
5. Responsible for strategic planning and lobbying for Land Return.
6. Responsible for the coordination and development of Tribal Agreements.
7. Utilize expert knowledge in Indian laws and tribal relations to providing briefings, issue analysis, and advice to the Klamath Tribes.
8. Act as liaison to all Tribal committees, Special Boards and other groups as assigned, for project coordination and follow up on various items/issues.
9. Act as liaison by establishing and maintaining effective working relationships and partnerships with other Tribal, State, Federal and local government agencies, and businesses as necessary.
10. As directed by Tribal Council assume leadership role in working on government to government consultation and legislative activities that may affect the Klamath Tribes. Advise and coordinate the appropriate response by Tribal Council on various issues expressed by intergovernmental external audiences pertaining to Tribal policies, programs, initiatives or authorities. Ensures correspondence/responses are consistent with The Tribes policies and position on difficult or complex matters.
11. Maintain working knowledge of Klamath Tribes legislative affairs and issue positions; develop strategic and timely responses on policy and legislative issues, including, but not limited to proposed or pending legislation, rules, regulations, or agency activities, among others.
12. Develop comprehensive written documents including testimonies, statements, letters, briefings, presentations, advocacy packets, talking points and other informational materials as needed.

13. Lead analysis of proposed legislative actions and determine the potential impact on the Tribe.
14. Maintain a high degree of confidentiality in all matters.
15. Maintain knowledge of Tribal ordinances, policies and procedures.
16. Attend all Tribal Council meetings, and other meetings, on behalf of, or as directed by Tribal Council.
17. The incumbent will be called upon to accomplish other tasks within their scope of work.

**SUPERVISORY CONTROLS**

The Tribal Council Chair or Council designee outlines overall objectives in accordance with policy and identifies limitations such as those imposed by budgeting, special areas of sensitivity, etc. The Tribal Liaison selects techniques, methods, and procedures for accomplishing assignments, keeping the Tribal Council informed of developments and any area of concern involving controversial and/or sensitive social, political, environmental, or legal problems.

The Tribal Liaison's analyses, recommendations, and suggestions must be technically correct and consistent with overall policies and the attainment of Tribal program management targets and objectives.

**KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of Federal Indian law, state and federal constitutional issues regarding Indian policy and law including, tribal protocols, cultures, histories, sovereignty and government relations.

Knowledge of Governance organization at the federal, state and tribal levels.

Knowledge of political acumen and cultural competency related to tribal self-governance.

Ability to think strategically about how to support the Tribes' and Tribal Council as they seek to strengthen the position of The Klamath Tribes.

Ability to negotiate and work with state agency staff, leaders, and tribal staff/members.

Ability to take direction and work independently, take initiative within areas of responsibility, as well as provide leadership while working in Team-oriented environment.

Ability to learn quickly and efficiently, work with diverse teams of people, multi-task and manage priorities.

Ability to effectively communicate and articulate ideas, problems, and solutions verbally in a clear and concise manner over the telephone, at presentations, meetings, and in written communications.

Skilled in public speaking and meeting and group facilitation.

Skilled in interpersonal communication and ability to connect and maintain relationships in order to support and move projects forward.

Skilled in policy analysis and development; project management; and community planning processes.

Ability to analyze policy, research issues, identify impacts, assemble documentation, prepare policy briefs, and represent the Tribes' position effectively.

Ability to work in a fast-paced, dynamic, high-pressure environment and exercise flexibility to alter plans when situation require change.

Ability to use discretion and maintain confidentiality.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to possess a degree in Public Administration, Political Science, or related field; **OR** equivalent job-related experience may be substituted for degree. Consideration will be given to a relevant combination of education/experience equal to at least four years. (*Submit documentation with application.*)
- **REQUIRED** to have education or experience with natural resources or environmental issues.
- **REQUIRED** to have experience working with tribal governments or communities (e.g. laws, regulations, treaty rights applicable to federally recognized tribes, tribal sovereignty operations, ceded territory, etc.).
- **REQUIRED** to have the capacity and willingness to accept responsibility and remain professional in a multitude of situations, i.e., requires exceptional interpersonal skills.

- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.
- **REQUIRED** to have the ability to speak and write effectively, and prepare clear, concise and complete written and oral reports.

**REQUIRED** to submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact Human Resources for information on exemption process.

**Preferred Qualifications:**

- Advanced degree in Public Administration, Political Science, or related study.

**INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any

requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>