

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
ECONOMIC SERVICES ADMINISTRATION
WASHINGTON MANAGEMENT SERVICE
RECRUITMENT ANNOUNCEMENT**

JOB TITLE: Tribal Relations Program Administrator - TANF
Office of the Assistant Secretary, State Tribal Relations Unit

LOCATION: Lacey Government Center Building
Lacey, Washington

SALARY: \$52,552 - \$65,689 WMS Band 2

CLOSING DATE: August 28, 2007

AGENCY PROFILE:

The mission of the Department of Social and Health Services (DSHS) is to improve the life of individuals and families in need. The Department helps people achieve safe, self-sufficient, healthy lives. In accomplishing this mission, the Department offers comprehensive and coordinated social, health and financial services that meet the unique need and strengths of individuals and families.

Within the Economic Services Administration, the mission of the State Tribal Relations Unit (STRU) is to bring about successful Tribal TANF programs for Washington State Tribes through effective state tribal relationships, for the benefit of tribal families.

SCOPE:

This position reports to the Administrator of the State Tribal Relations Unit (STRU). Administers the tribal TANF component of STRU, and serves as the legal and policy advisor on tribal connections to other ESA programs and services (food stamps, medical, child care, and child support). Formulates statewide tribal specific policy and provides legal research on tribal TANF and other ESA tribal-related issues, drafts briefing papers and makes recommendations to the STRU Administrator, ESA Division Directors and/or the ESA Assistant Secretary. Facilitates the negotiations of Tribal TANF intergovernmental agreements, contracts or agreed upon processes. Drafts intergovernmental agreements and coordinates communications. Develops statewide policy that recognizes each tribe's sovereignty and their rights to self-governance, and specifically clarifies how ESA will consult with and work government-to-government with tribes. Coordinates the education and training of principle stakeholders on federal Indian law, government-to-government relations and the ESA impact of tribal programs, services and agreements. Facilitates, coordinates and monitors state and federal legislation and provides recommended proposals on laws that could impact tribal services. The nature and scope of this position overlays legal and policy issues critical to ESA's statewide responsibility, including providing tribal members with equitable access to ESA services and coordination of services with tribal governments.

The position is located in Lacey, Washington and travel is required.

REQUIRED QUALIFICATIONS:

- Excellent written and verbal communications skills to effectively communicate complex information with senior state and federal agency staff, tribal council members, and staff from the media and legislature.
- Ability to formulate ESA tribal specific policy, perform legal analysis and research, write briefing papers and draft intergovernmental agreements.

- Extensive knowledge of state and federal statutes, federal regulations, Attorney General's opinions, state and federal TANF laws, regulations and departmental policies.
- Clear and comprehensive understanding of: Federal Indian Law, the history behind the development of tribal governments and their structures, and the importance of tribal culture, traditions and customs.
- Knowledge and experience in effective negotiating methods and practices.
- Advanced management methods including strategic planning with understanding of organizational structure, culture, and objectives.
- Consistently think quickly and independently, apply advanced diplomacy skills, develop strategies, and negotiate and coordinate diverse interests in the midst of conflict and controversy.
- Solid project management principles including long-range planning, risk assessment and establishing action plans and timeframes.
- Clear and comprehensive understanding of legislative process and protocols.
- Tactically evaluate the impact of changes in law, policy and procedures as it relates to tribal governments and tribal programs.
- Train (including sensitivity to tribal issues) and coach ESA professional staff.
- Develop and deliver effective presentations to diverse audiences at local, state, and national forums.
- Ability to use computer applications including Word, PowerPoint, Excel and Access.
- Analyze data as a basis for policy recommendations and negotiation of intergovernmental agreements.

POSITION SPECIFIC QUALIFICATIONS:

A Law Degree from an accredited law school is desired.

APPLICATION PROCESS:

To apply for this position, please submit the following by 5:00 p.m. **August 28, 2007:**

- A letter of interest addressing the qualifications listed in this recruitment announcement
- Current resume
- Three professional references
- Writing sample
- Optional Applicant Profile Data form: <http://www.dop.wa.gov/Resources/Forms/>

E-mail application package to: hardedx@dshs.wa.gov or mail to:

Diana Harder, Confidential Secretary
 Deputy Assistant Secretary's Office, ESA
 Lacey Government Center
 1009 College St. SE
 PO Box 45445
 Olympia, WA 98504-5470

Washington State is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam Era Veterans are encouraged to apply. Persons of disabilities needing assistance in the application process or those needing this job announcement in alternative format may call (360) 725-4669 or TTY 711.