



TRIBAL LIAISON

Department: **Executive** FLSA Status: **Exempt**
Division: **Government & Community Relations** Revised Date: **June 2018**

GENERAL PURPOSE: Under general direction, the Tribal Liaison is responsible for overall coordination of Sound Transit's relationships, interactions and consultations with Puget Sound Indian Tribes. The Tribal Liaison reports to the Director of Government and Community Relations in the Executive Department. The Government and Community Relations division reports directly to the CEO.

ESSENTIAL FUNCTIONS:

The following duties are a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Establish and maintain critical relationships of trust and respect with Puget Sound area Tribal governments and leaders.
- Act as a liaison between Sound Transit and Tribal governments.
- Provide expert advice and policy recommendations to Sound Transit's Board of Directors, Executive Leadership, project teams and other staff.
- Ensure Sound Transit's compliance with and consistent interpretation and application of laws, rules, policies and procedures impacting Tribal relations.
- Coordinate and/or lead Tribal relations training opportunities for Sound Transit staff.
- Coordinate closely with Sound Transit's leadership, environmental and project management teams, Federal Transit Administration and other federal agencies on consultation with Indian Tribes.
- It is the responsibility of all employees to follow the Agency safety rules, regulations, and procedures pertaining to their assigned duties and responsibilities, which could include systems, operations, and/or other employees.
- It is the responsibility of all employees to integrate sustainability into everyday business practices.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor degree in 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 Puget Sound Tribal governments, treaty rights and Native American culture. Knowledge of public infrastructure development and federal agency e.g., (Federal Transit Administration, Federal Highway Administration and/or Army Corps of Engineers) and agency procedures is strongly preferred.

Required Licenses or Certifications:

Valid Driver's License.

Required Knowledge of:

- Extensive knowledge of Tribal governments, treaty rights and Native American culture, with a special emphasis on Puget Sound Indian Tribes and public infrastructure.

JOB DESCRIPTION

Manager-Tribal Relations

Required Skills:

- Plan, coordinate and monitor Tribal engagement plans, programs and functions.
- Collaboration:
 - Build and maintain quality working relationships with Tribal Leaders and staff.
 - Work collaboratively with Sound Transit staff (leadership, project management, co-workers) and external stakeholders.
 - Coordinate training for relevant Sound Transit staff.
- Communication:
 - Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
 - Design and make effective presentations.
 - Communicate with tact and diplomacy.
- Technical:
 - Firm understanding of Tribal Governments, treaty rights and federal consultation.
 - Ability to understand and communicate complex technical project, environmental and financial information.
 - Understanding of Sound Transit's system expansion plans and goals.
 - Understanding of treaty rights and cultural resources (Section 106).
 - Experience delivering large-scale infrastructure projects strongly preferred
- Political:
 - Understand Sound Transit's political environment and sensitivities.
 - Ability to work with elected officials and all levels of government.
 - Experience with policy and bill analysis.
 - Apply Government Relations standard techniques and procedures.
- Maintain highest ethical standards and transparency.
- Willingness to take initiative and ability to juggle multiple tasks.

Physical Demands / Work Environment:

- The Tribal Relations Manager makes field visits.
- Work a flexible schedule, which may include evenings, weekends and holidays.
- Work is performed in a standard office environment.
- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds.
- The Agency promotes a safe and healthy work environment and provides appropriate safety and equipment training for all personnel as required.

Sound Transit is an equal employment opportunity employer. No person is unlawfully excluded from employment action based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status or other protected class.