

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-71A

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Government Affairs Director
OPENING DATE: November 4, 2015
CLOSING DATE: November 13, 2015
DEPARTMENT: Government Affairs Office
SALARY RANGE: EX-19; \$77,248 - \$128,747

Position Summary:

Under the direct supervision of the Governor, leads the Pueblo in its Government Affairs initiatives. The Government Affairs Director has responsibility for a broad variety of activities, including analyzing the federal budget, providing advice and counsel to the Governor, the Council and senior staff regarding compliance with all lobbying laws and regulations; and monitoring and evaluating legislative and executive branch actions at both the state and federal levels. The Government Affairs Director oversees the in-house legal staff and contracted legal support.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides general direction to Governmental Affairs programs.
- Develops a strategic plan for the Pueblo's executive legal operations.
- Advises and represents the Pueblo of Laguna in general legal matters as assigned by the Governor, including contract matters, relations with the United States Government and federal agencies, relations with state and local governments and agencies.
- Establishes and maintains effective communications with federal and state legislative bodies, and public and private organizations, staying abreast of all pending legislation having probable legal implications at the Pueblo of Laguna, apprises the Governor with required or recommended solutions to achieve, correct or alleviate impact.
- Appears before and responds to federal and state legislative committees, litigation in federal, state, municipal or tribal courts.
- Works with appropriate representatives to develop a national legislative agenda and maintains agenda throughout each congressional session.
- Coordinates legal work and activities; keeps proper records of work performed or received.
- Attends Council meetings, Staff Officers meetings, entities board meetings, and other meetings as directed by the Governor in order to provide regular reports on legal issues relevant to the Pueblo of Laguna.
- Provides general legal services to the Pueblo programs and departments and reviews legal issues with staff that arises in the day-to-day operations as assigned by the Governor or requested by members of the Executive Staff.
- Provides legal advice and representation on legal matters which include but are not limited to economic development, gaming, taxation, tribal lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, and employment law that may have a potential impact on Pueblo employees and/or Pueblo operations, as assigned by the Governor or requested by members of the Executive Staff.
- Recommends the use and/or procurement of outside counsel as necessary or prudent.
- Monitors legal work assigned to outside counsel; maintains active communication with outside counsel to prevent duplication of effort and to assure an effective resolution of problems.
- Reviews legal documents, including but not limited to court decisions, proposed legislation, rules, regulations, and pending legislation to protect the Pueblo of Laguna's interests.
- Drafts and prepares legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda, correspondence, and executive summaries.
- Achieves financial objectives by reviewing and approving the annual budget for programs within span of control.
- Ensures the successful implementation of all programs within his/her span of control.
- Reviews, makes recommendations, and approves all department requests having organizational impact regarding staffing, budgetary, and administrative activities of all programs within span of control.
- Improves staff effectiveness by coaching, counseling, and training, recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks. Identifies short term and long range issues and goals and objectives

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- May be assigned to work with various Pueblo Boards and Committees on issues of concern, attend meetings, or other external meetings as directed.
- Performs other duties as required.

Minimum Qualifications:

Graduate of law school accredited by the ABA and a minimum of ten (10) years of relevant work experience is required; Experience with executive, legislative, and judicial functions in a tribal government setting is preferred. Must be licensed to practice law in the state of New Mexico or must be licensed within the first year of hire. Fluency in the Laguna language desired. Must be insurable under the Pueblo's liability insurance program and successfully pass a pre-employment drug/alcohol screen and background investigation.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for the background investigation process. Every governmental operations position is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Government Affairs Director is considered a **High Risk Public Trust (HRT)** position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	X

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements including US, Part 25; the Pueblo of Laguna Constitution; all existing and applicable codes, etc.
- Knowledge of Indian Law.
- Knowledge of legislative processes at the State and Federal levels.
- Knowledge of legal/legislative language; ability to analyze and interpret documents for further discussion by others.
- Skill in working with Word, Excel, Access, and PowerPoint.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES