



## EMPLOYMENT OPPORTUNITIES

**Job Title: Intergovernmental Liaison**

**Closing Date: Open Until Filled**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

---

Job Number: 25-016

Job Type: Full Time Regular

Department: Executive Office

City: Sacaton, AZ

Location: 525 N. Gu U Ki Rd.

Area of Interest: Government

Salary: \$91,095.00 - \$115,095.00

Tribal Driving Permit Required: Yes

### DISTINGUISHING FEATURES OF THE CLASS:

The Intergovernmental Liaison, Executive Office, is responsible for coordinating and promoting the interests of the Gila River Indian Community with tribal, state, federal, and international governments and is also responsible for strengthening ties and relationships among tribal, state, and federal governmental officials and staff. By providing leadership in these areas, the Intergovernmental Liaison pursues the legislative priorities of the Executive Office in conjunction with the Community Council and promotes the policies and goals of the Gila River Indian Community. This is a contract position for the Gila River Indian Community.

### ESSENTIAL FUNCTIONS:

- Coordinate all Community lobbying efforts, whether those efforts are carried out directly through contract lobbyists, or at the direction of the Executive Office or the Community Council.
- Provide regular written and oral briefings to the Executive Office and Community Council on all intergovernmental activities.
- With guidance and involvement from the Executive Office and Community Council, prepare an intergovernmental relations program for the Community and joint legislative priorities list for the Community, and update at least on an annual basis.
- Communicate with legislators and congressional representatives and review and regularly advise the Executive Office and Community Council on proposed legislation which impacts the Community.
- Perform in-depth research related to legislative issues to aid in the formulation of policy recommendations.
- Represent the Community before local, tribal, state and federal governmental agencies and their respective decision making bodies.
- Represent the Community in meetings with key governmental, business and civic leaders, as directed.
- Develops and maintains professional contacts with elected and appointed officials and representatives of all governmental agencies, regulatory and legislative bodies.
- Evaluate and make recommendations regarding policy, organization and methods to enhance relationships between the Community and other governmental agencies to the Executive Office and Community Council.
- Attend meetings of the Community Council.
- Perform other related duties as assigned by the Executive Office or its designee.

### REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of the Gila River Indian Community policies and procedures and governmental structure.
- Considerable knowledge in legislative policy development and analysis at the Tribal, State and Federal levels.
- Strong collaborative interpersonal and verbal communication skills.
- Ability to communicate effectively, clearly and concisely, both orally and in writing.
- Ability to provide leadership and good judgment.
- Ability to work independently and to maximize acquired skill and expertise to accomplish the essential functions, duties, and responsibilities of this position.
- Ability to conduct original research and make sound administrative analysis and recommendations.
- Ability to establish and maintain effective working relationships with other employees, Community and other governmental officials, and the general public.
- Ability to promote a high ethical and moral standard.
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

### REQUIRED EXPERIENCE AND TRAINING:

Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Political Science or a closely related field; and a minimum of five (5) years of experience in legislative interaction, intergovernmental program promotion, legislative research/analysis, public speaking, and policy/research organizations that demonstrates experience in the following areas:

- Working within the government and the legislative processes of the Community on the tribal, state, and federal levels;
- Being familiar with policy and legislative issues facing tribal communities;
- Working effectively with diverse stakeholders to anticipate and resolve problems.

A Master's degree from an accredited college or university in Public Administrations, Business Administration, Political Science or closely related field is preferred.

### ADDITIONAL REQUIREMENT:

Prefer an enrolled member of the Gila River Indian Community (Tribal identification card or CDIB must be submitted with employment application).

Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Required to pass a background check.

Non-Supervisory, Contract

Reports to Governor, Lieutenant Governor or designee

---

### BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

---

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin,

Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: [www.gilariver.org](http://www.gilariver.org)