

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2025-49**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Government Affairs Director  
**OPENING DATE:** August 18, 2025  
**CLOSING DATE:** August 26, 2025  
**DEPARTMENT:** Government Affairs Office  
**SALARY RANGE:** EX19; \$106,956 - \$178,261

**Position Summary:**

Under the general administrative supervision of the Governor, the Director provides leadership in carrying out the responsibilities of the Pueblo of Laguna (POL) Government Affairs Office. The incumbent is responsible for oversight of the Government Affairs Office and direct the provision of legal advice, counsel, representation, and services to the Pueblo Administration and its Departments and programs. The incumbent provides legal counsel to the Pueblo Council and Staff Officers. Incumbent consistently applies the POL Core Values in support of POL Workforce Excellence. Incumbent maintains confidentiality of all privileged information.

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

**Essential Duties & Responsibilities:**

- Performs strategic planning and execution for delivery of legal services to the Pueblo Government and Administration. Identifies short-term and long-range issues, goals and objectives.
- Supervises and provides general direction to the Prosecutor, Community Legal Services attorneys (Public Defender and Family Legal Assistance Attorney), In-House Attorneys and GAO administrative staff.
- Provides contractual oversight to and communicates with contract law firms in the performance and provision of legal services for the Pueblo. Recommends law firms for hire by the Council and ensures the use of outside counsel is necessary or prudent; maintains active communication to keep abreast of the legal work and to prevent duplication of efforts.
- Provides legal advice and counsel to the Governor, the Pueblo Council, Staff Officers and senior administrative staff regarding compliance with laws and regulations.
- Monitors and evaluates legislative and executive branch actions at the state and federal levels; and analyzes major impacts of changes to the federal budget or policy for potential impact on the Pueblo Government and administration.
- Advises and represents the Pueblo of Laguna in contract matters, relations with the United States Government and federal agencies; and relations with state and local governments and agencies.
- Establishes and maintains effective communications with federal and state legislative bodies, and public and private organizations.
- Stays abreast of pending legislation having probable legal implications/impacts upon the Pueblo and appries the Governor of required and/or recommended solutions to achieve positive, or correct or alleviate negative, impact.
- Prepares position papers and responds to issues that affect POL that are under consideration by federal and state legislative committees
- Manages POL litigation in federal, state, municipal or tribal courts.
- Works with appropriate representatives to develop and implement POL national and state legislative priorities.
- Receives requests for legal assistance from Pueblo departments and entities, assigns and coordinates legal work and activities for the Government Affairs Office staff and with outside law firms; monitors, reviews and approves requests for payments from outside law firms upon receipt of invoices.
- Attends Council meetings, Staff Officers meetings, and other meetings as required.
- Provides general legal services to Pueblo programs and departments; reviews and provides advice on legal issues that arise in day-to-day operations.
- Provides legal advice and representation on matters which may include economic development, gaming, taxation, tribal lands, natural resources, environmental resources, cultural resources, civil and criminal law, administrative matters, health and welfare issues, employment law and other matters as they arise.
- Reviews court decisions, proposed/pending legislation, rules, regulations, and other legal documents to analyze any effect on the Pueblo's interests and provides proactive solutions where necessary to protect the Pueblo's interests.

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- Drafts and prepares legal documents, ordinances, regulations, policies, procedures, position papers, legal memoranda, correspondence, and executive summaries for review and use by the Governor, Staff Officers and Council, as appropriate.
- Reviews POL departmental requests submitted for legal sufficiency review to ensure documents comply with legal requirements and ensure documents are consistent, compliant and of high quality.
- Engages with stakeholders in the legal sufficiency review process to address identified deficiencies or omissions.
- Evaluates and assesses Government Affairs Office, Prosecutor, Community Legal Services processes and procedures; implements change as necessary.
- Prepares and executes program budget; approves budget modifications; prepares budgetary reports as required.
- Completes annual staff performance evaluations in accordance with established deadlines. Promotes self-responsibility and accountability among GAO staff.
- Assists the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Performs other duties as assigned.

### **Minimum Qualifications:**

- Juris Doctor from an American Bar Association accredited law school required.
- Five (5) or more years of in the practice of Federal Indian Law required.
- Two (2) or more years of experience in administration and oversight of a legal office.
- Member in good standing with the New Mexico State Bar or a member of another State Bar with the ability to become licensed by New Mexico within one year of hiring.
- Ten (10) years of combined experience performing litigation and/or code development for tribal governments preferred.
- Experience with executive, legislative, and judicial functions in a tribal government setting preferred.
- FEMA/ICS 300 and 400 Certifications (and prerequisites) preferred; must be able to obtain within one (1) year of hire.
- Fluency in the Laguna language preferred.

### **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 / Requirements                                                                                                                                                             | Required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Pre-Employment Drug Screening                                                                                                                                                                       | X        |
| Background Investigation (Bar Complaint Check, 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: Professional Services Employment Agreement                                                                                                                                                   | X        |

### **Knowledge, Skills, and Abilities:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and organizational structure of the Pueblo of Laguna.
- Knowledge of standards of conduct applicable to licensure and profession.
- Knowledge of applicable federal and state laws, regulations, and requirements and the Pueblo of Laguna Constitution and Codes.
- Knowledge of legislative processes at the State and Federal levels.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Skill in preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.

- Skill in computer use and Internet research, including Word, Excel, Outlook, legal databases, and similar software unique to programs.
- Skill in providing leadership for, supervision of, training, and evaluation of legal and administrative staff.
- Skill in budget preparation, execution and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to analyze a given scenario and/or request, to make sound decisions and exercise independent judgment.
- Ability to identify issues, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and establish positive working relationships with individuals of varying social and cultural backgrounds.
- Ability and skill to be persuasive and tactful in controversial situations.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand; sit; use hands and fingers, handle, or feel; and talk or hear. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is regularly performed in an office setting with a moderate noise level. Evening and/or weekend work is required under the same setting. Tight time constraints and simultaneous/multiple demands are common. Travel is required for training, meetings, delegations, and other events.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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 [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**