THE HOPI TRIBE

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT MANAGER

INTRODUCTION: The Hopi Tribe is a Tribal governmental organization acting under the authority of the Hopi Constitution. The Tribal Council (governing body) establishes laws & policies to govern the protection and management of Tribal assets & resources and to guide the administrative operations in the performance of its responsibility to deliver quality goods and services to the Hopi People. Day-to-day responsibility for the administration of Tribal laws & policies is vested in the Tribal Chairman who also acts as Chief Executive Officer (CEO), of the Tribe. The Tribal Council has authorized the hiring of officers and employees to assist in carrying out the work of the Tribe. The Department Manager serves as the principal strategist, planner and manager regarding the administrative operations of the Public Works programs of the Tribe, and is further responsible for providing professional level management oversight, direction and supervision of the major functional units & projects of the department.

DUTIES: (The following examples of duties for the Department Manager are intended to be illustrative only and should not be viewed as all inclusive or restrictive).

1. Oversees the department, providing leadership, vision and strategic direction in the development, implementation, operation, maintenance and control of essential business, communication, information and operational support systems pertaining to the public works programs of the Hopi Tribe, and in managing the administration of departmental operations and project activities. Maintains close communication and working relationship with the Chief Operations Officer (COO) (supervisor) on all decisions affecting the overall strategy and established operational plans of the Hopi Tribe.

   a.) Primary responsibilities include...

   - Development and implementation of strategic & operational plans, goals & objectives, quality & regulatory standards, administrative policies & protocols, management systems & controls, acquisition of supporting budgets (includes cost estimating / projections & budget amendments / modifications), etc.;
   - Review and approval of projects involving major functional changes within the department's mission and scope of responsibilities & obligations;
   - Develop and periodically review, revise and execute the organization mission and strategy for the department;
   - Establish and maintain an effective organization structure & staffing plan; review and make recommendation for approval all proposed functional & staffing charts under the department to the COO for purpose(s) of uniform growth and overall efficiency and refers other proposed structural changes to the Hopi Tribal Council via the COO for review & action with specific rational and recommendations;
   - Provides guidance on matters of policy, program, budget, publication and legal responsibility;
   - Reviews & approves internal administrative agreements and commitments under the department in accordance with established policies;
   - Assessment and implementation of new management systems and major modifications to existing systems, i.e., introduction of new technology concepts & associated hardware / software programs, etc.;
   - Supervision, mentorship, training, and evaluation of senior management staff; and
   - Generating operational and project management reports.

b.) Principle accountabilities include...

- Cost effective development, establishment and maintenance of administrative services and management systems which enhances quality & production, competitiveness and compliance with Tribal policies, procedures & practices, including provisions for effective controls;
- Development and timely submission of funding proposals for new projects or for enhancement of existing functions & services;
- Correct interpretation, implementation & maintenance of departmental and organizational policies, procedures, practices including provision of effective controls & audit capabilities;
- Effective and compliant management of financial, business & administrative transactions and policies & procedures;
- Acquisition and maintenance of competent & skilled staff, and training resources necessary to meet obligations;
- Timely completion & submittal of employee performance plans & evaluation reports, employee training & development plans, position description questionnaires & position description amendments, modifications, etc; and
- Accurate, complete and timely submission of required management and technical reports.

2. Serves as direct line supervisor to the department's functional unit supervisors and office & program / project directors; obtains maximum utilization of their services by clearly defining their responsibilities & duties, establishing performance plans, conducting periodic & timely performance reviews & evaluations; and providing appropriate mentoring / coaching & training and taking appropriate follow-up actions as necessary

3. Conducts surveys, studies, research, etc., to analyze, assess and respond to the identified Tribal & community public works needs; conducts public meetings & hearings to disseminate information and / or solicit input on new project planning development activities, changes in operational plans for public works projects, assessment of program effectiveness & efficiency, etc.; conducts management staff & project team meetings and client case briefings to discuss progress, problems / solutions barriers / opportunities and to share ideas for innovative approaches for project development activities.

4. Develops and implements administrative policies & procedures and protocols for guiding the administration of departmental operations and for implementation of Tribal goals & objectives, including benchmarks & performance measures and standards of accountability to ensure production, effective & efficient delivery of services, expenditure controls, timelines, etc.

5. Conducts evaluations and assessment of departmental operations & project activities to determine compliance with applicable federal, state & Tribal laws, rules & regulations, policies & procedures, etc., and to ensure project outcomes meet Tribal goals & objectives and specified quality standards.

6. Collaborates and works cooperatively with independent contractors and other agencies / organizations to improve program services & to enhance quality program standards; develops, implements & maintains formal networks / linkages with other providers, i.e., cooperative agreements, service contracts, etc.

7. Ensures that the COO is kept fully informed of the conditions and progress of the Tribal planning activities and departmental operations including all-important factors influencing them; and provides professional advice and guidance on matters of significant importance.

8. Performs other related duties as assigned by the supervisor in order to meet Tribal objectives.

COMPLEXITY: The work of the incumbent involves varied duties requiring the skillful use of many different and sometimes-unrelated processes and methods applied to a broad range of activities involving substantial depth of analysis. Assignments are characterized by their breadth and required intensity of effort and often involve several phases pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be accomplished include largely undefined issues and elements, requiring extensive probing and analysis to understand & determine the nature of and the scope of the problems, alternatives and recommended solutions.

SUPERVISION RECEIVED: The incumbent is responsible / accountable to Chief Operations Officer (COO) for the development and implementation of Tribal administrative operational plans. The incumbent works under the general day-to-day oversight and supervision of the COO who sets the overall objectives and determines and assigns available resources. The incumbent, in consultation with the supervisor, develops policies, projects, priorities, deadlines and work standards to guide the pursuit of Tribal objectives. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts, which may arise. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results.

PERSONAL CONTACTS: The incumbent maintains frequent contact with the department's administration staff, other Tribal directors & supervisors and occasional contact with Tribal Chairman / CEO, Hopi Tribal Council, Tribal & Village officials / staff, other public / private organizations / personnel, the general public and funding agency representatives. The purpose of the contacts is to exchange information related to planning, coordination & project management/assessment and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work of the incumbent is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings and weekends when necessary to accomplish objectives. Moderate travel by automobile on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

   A. Education : Masters Degree in Public Administration, including Bachelor's Degree in Civil Engineering, Environmental Science, or related field;

   AND

   B. Experience : Ten (10) years of supervisory work experience administering public works programs including the development & establishment of management systems related to rural community infrastructure planning & development and environmental compliance;

   OR

   c. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge: Comprehensive knowledge of rural community infrastructure development planning & management including principles, practices & techniques and applicable regulations, as applicable to public facilities maintenance, transportation development, utility infrastructure development, etc., in rural areas

Extensive knowledge of business & project management principles, practices and administrative procedures

Good knowledge of civil engineering principles, practices, techniques & methods

Good knowledge of effective leadership, mentorship and supervisory principles, practices, methods, techniques, etc., conducive to establishing and maintaining a motivated / proactive management team

Good knowledge of human resources, financial, facilities & risk prevention management principles, practices and administrative procedures, including the latest technology applications

Good knowledge of MIS management systems and associated hardware / software technology

Good knowledge of Tribal, federal & state funding sources, regulations & processes

Good knowledge of and appreciation for American Indian culture & traditions as applicable to client services

Familiarity with socio-economic realities existing on Indian Reservations

B. Skills : Excellent writing & verbal skills to communicate policy, strategy, management principles, etc., and to effectively develop and present complex & technical concepts and plans to people

Excellent management & administrative skills including organizational development & assessment, program planning & administration, supervision, etc.

Excellent skills in utilizing state-of-the-art technology applicable to planning and program management, i.e., equipment, software, etc.

Excellent funds development skills, i.e., grant proposal writing, fund leveraging, loan application, etc.

Effective interpersonal relations skills to motivate staff and to negotiate with outside agency representatives

Excellent customer service and public relations skills

Excellent program evaluation & assessment skills

C. Abilities : Ability to plan, develop, administer and implement a community infrastructure planning & development and to determine the cost-effectiveness and utilization of alternative planning processes

Ability to liaise with various governmental agencies, private businesses, industry and development representatives

Ability to plan, organize and accomplish work in accordance with established objectives, priorities and timelines

Ability to analyze & assess systems failures and develop appropriate corrective action

Ability to conduct research and develop logical and practical administrative policies & procedures

Ability to interpret the purpose / intent of objectives, rules and regulations, etc.

Ability to establish and maintain an effective, positive & professional working relationship with staff and others

Ability to review and assess capabilities and performance of subordinate staff taking appropriate action to maximize effectiveness and efficiency

Ability to manage multiple and multi-component projects at one time

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess a valid Arizona Driver's License and satisfactorily complete the Hopi Tribe's Defensive Driving course.
2. Must undergo a complete background investigation & finger printing required by the Hopi Tribe.

DESIRED QUALIFICATION REQUIREMENTS:

1. Five (5) years work experience as a rural Community Infrastructure Development Planner.
2. Ability to understand & speak the Hopi language for the purpose of effectively communicating with Hopi Tribal and Village Leaders/officials.

REVIEWED BY: _____ 10/30/02
Department/Program Hiring Authority — Date

APPROVED BY: _____ 10-28-02
Personnel Director — Date

FLSA/EXEMPT
10/2002 (npf)