



Job Title: EXECUTIVE DIRECTOR

Department /Office: Executive Director's Office

Reports to Whom (title): Chairman/CEO and Hopi Tribal Council

Salary / Hourly Range: 73

Job Classification Code: 9410

Level of Background Check: 1B: Sensitive

FLSA Status: Exempt; Full-time, Temporary

Driving Required: Yes, As Required

PD Revised: 12/01/2014

JOB DESCRIPTION:

The work of the Executive Director 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 intensity of effort and often involve several phases pursued concurrently or sequentially with the support of others within or outside the organization. Decisions regarding what needs to be accomplished include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature of and the scope of the problems, alternatives and recommended solutions.

SCOPE:

The Hopi Tribe is a government organization acting under authority of the Hopi Constitution. The Tribe acts through the Hopi Tribal Council, the governing body. The Tribal Council establishes laws and policies to govern the protection and management of tribal assets & resources and to guide the Tribal administration in performing its responsibility of delivering quality goods and services to the Hopi People. The Executive Director serves as the Tribal Administrator and will be a Regular Full-Time Salaried Employee hired through the Tribe's usual recruitment process and confirmed by the Hopi Tribal Council, per Resolution H-037-2006.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Oversees the Tribe's administrative departments and technical services/programs, providing leadership, strategic direction, and vision in managing the administrative operations of the Hopi Tribal government; works with senior management to develop, periodically review, revise and execute the organization's mission and strategic operational plans implementing Tribal goals and objectives ("Hopit Potskwaniat"); refers other proposed structural changes to the Hopi Tribal Chairman/CEO and/or Hopi Tribal Council for review & action with specific rationale and recommendations;
2. Consults regularly with department and program management, reports and performance and accomplishments; determines effectiveness and department service delivery to other programs, tribal entities and the general public; regularly communicates department accomplishments to the Tribal Chairman/CEO and the Hopi Tribal Council; conducts surveys, studies, research, etc., to analyze, assess, and respond to identified Tribal management system needs; conducts management meetings to discuss progress, problems & solutions, barriers & opportunities and to share innovative ideas & approaches applicable to the enhancement/improvement of management systems.
3. Oversight of financial operations/functions and asset protection; including the annual audit, annual tribal budget, capital asset and property management, and payroll in compliance with generally accepted accounting principles and best practices; in coordination with the Finance Director/CFO and technical financial expertise, as needed.
4. Restructures and implements immediate and long range division goals, plans and objectives to meet changes in legislative actions and funding; approves short and long range goals and plans developed by department, program managers; assist the Chairman/CEO to maintain contact with key staff members of congressional committees to promote the lobbying needs of the Tribe.
5. Assists with development and implementation of administrative management policies procedures, guidelines, and programs (i.e. fiscal, procurement, human resources, quality control, etc.) for managing the day-to-day administration of the organizational operations and to implementation of the Hopi Tribal Council's objectives; establishes benchmarks, performance measures and standards of accountability to ensure that timeless, annual budgets process, grants and contract management including negotiating Indirect Cost Rate, effectiveness, compliance and desired results are achieved; monitors, analyzes and evaluates operational activities and delivery of services and makes appropriate changes as necessary to achieve quality standards.
6. Serves as direct line supervisor to Departments and obtains maximum utilization of their services through clear definition of their responsibilities & duties, establishes performance plans, conducts periodic performance reviews & evaluations, takes appropriate follow-up actions as necessary; provides guidance on matters of policy, program, budget publication and legal responsibility; reviews & approves internal administrative agreements and commitments under department in accordance with established laws, regulation and/or policies.
7. Maintains close communication with the Hopi Tribal Chairman/CEO and the Hopi Tribal Council on all decisions affecting the overall strategy and established operational plans of the Hopi Tribe; ensures that the Hopi Tribal Council and its officers are kept fully informed of the conditions and progress of the administrative operations and program activities including all-importation factors influencing them; attends Tribal Council meetings and provides an annual Executive Level reports to the Hopi Tribal Council and provides professional advice/guidance as requested.
8. Maintains a professional, positive and effective relationships with external organizations both public & private, and works to ensure that the objectives of the Hopi Tribal Council are enhanced and advanced in accordance with the general policies and objectives of the Hopi Tribal Council
9. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

The Executive Director maintains contact with the Tribal Administrative Managers, Tribal Chairman/CEO, Tribal Council, tribal & village officials/administrative staff, funding agency representatives outside public/private organizations/personnel, and general public for the purpose of reporting & exchanging information, coordinating work & projects in progress, and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the Executive Director is mostly sedentary and performed in a standard office environment. The Executive Director is considered a member of the Tribe's professional staff and as such is required to work evenings and weekends when necessary to accomplish the work. Moderate travel by automobile on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Master Degree in Business and Public Administration, or closely related field.

AND

B. Experience: Ten (10) years of professional management experience including organizational strategic planning and administering operational systems, i.e., organizational planning & evaluation, grant proposal writing, contract administration, administering management systems of which five (5) years is in a supervisory capacity.

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:

- Knowledge of strategic planning, contracting writing & negotiation, statistics, organization structure, and department evaluation
- Knowledge of applicable policies, laws, regulations and guidelines governing aspects of tribal operations
- Knowledge of organizational planning and goal setting, planning types and performance, & strategic management process
- Knowledge of program development, managerial ethics & social responsibility, decision-making models, budgetary and financial controls and information technology.
- Knowledge of tribal, federal & state funding rules & regulations and processes

B. Skills:

- Skill in written and verbal communication
- Skill in leadership, managing diverse employees & managing staff and complex internal relationships
- Skill in communication, measuring productivity, interpreting and executing policies and procedures
- Skill in establishing partnerships with federal/state agencies
- Skill in developing and analyzing program strategic plans, operating systems, procedures and controls

C. Abilities:

- Ability to analyze & assess systems' failures and develop appropriate corrective action
- Ability to develop logical and practical administrative policies & procedures
- Ability to develop effective and positive working relationships at all levels of contact

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Understand and speak the Hopi language for the purpose of effectively communicating with Hopi Tribal Counsel and Village leaders/officials.

DESIRED REQUIREMENT

1. Five (5) years work experience as an Executive Officer with a tribal organization, mid-size corporation, or municipal government.