



Job Title: NON-POINT SOURCE COORDINATOR

Department /Office: Water Resources Program
Reports to Whom (title): Director, Water Resources Program
Salary / Hourly Range: 32
Job Classification Code: 8602
Level of Background Check: 1B
FLSA Status: NON- EXEMPT; Full-time
Driving Required: Yes, As Required
PD Revised: 12/01/2014

JOB DESCRIPTION:

The work includes various duties involving different and related processes and methods. This position is responsible for performing administrative and technical duties in support of the Water Resources Program. The incumbent performs duties of moderate complexity requiring working knowledge and skill in hydrology, watershed management, interpreting aerial photography and tribal, state & federal rules and procedures and regulations. This position often deals with culturally sensitive areas considerable exercise of independent judgment and confidentiality in support of Program goals is of utmost importance.

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. Analyzes and interprets geologic and geomorphic environments using aerial photography and LandSat Imagery to determine natural & cultural resources on Hopi and to identify non-point source sites. Identifies geomorphic management problems and recommends mitigation of non-point sources based on imagery and interpretation and field investigations.
2. Conducts field mapping of study areas and surrounding drainage systems; designs, supervises and oversees implementation of cleanup activities of contaminated soil and groundwater/surface water at non-point source project sites.
3. Develops and submits program strategic plans, project implementation plans for project activities to Water Resources Director for review and concurrence.
4. Helps to maintain an efficient, effective, confidential and sensitive records management system in accordance with established policies and regulations.
5. Assists with the preparation, collection and compilation of sampling data, statistical data or other information to support monthly, quarterly, annual statistical and narrative reports.
6. Assists in field investigations and monitoring of surface and groundwater resources utilizing Water Resources Program protocol involving the use of specialized monitoring equipment, sampling and proper laboratory techniques.
7. Grant administration including preparation of grant applications packages to include scope of work and budgets. The preparation of quarterly and annual narrative reports to the funding agency.
8. Performs other duties as assigned and authorized by supervisor to meet the Water Resources Program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within and outside the immediate work area, supervisors, and personnel of the Hopi Tribe and general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is performed in a standard office environment and out in the field, requiring normal safety precautions typical of office, however specialized training will be needed and provided, for field activities. On occasion work hours may be extend beyond the normal eight (8) hour daily work schedule. Travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : Associate Degree in Natural Resources or related field;

AND

- B. Experience : Two (2) years administrative experience in water resources, environmental planning that includes construction management;

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 field methods and techniques to conduct and analyze technical studies, field data and project feasibility
- Knowledge of the culture, traditions and socio-economic environment of the Hopi Reservation
- Knowledge of records management principles, practices & methods
- Knowledge of natural resource discipline, i.e., agriculture, soil science, regional economics, and environmental planning
- Knowledge of customer relations & service including applicable principles, practices and quality standards
- Knowledge of modern office equipment, practices, and procedures, including applicable management software application

B. Skills:

- Skills in verbal and written communication to prepare correspondence, reports and to communicate with others
- Skills of operating a variety of modern office equipment, i.e., scanner, electric typewriter, personal computer, printer, copier machines, electronic calculator, facsimile machine, telephone, etc.
- Administrative management skills
- Excellent human relations skills
- Good project coordination skills

C. Abilities:

- Ability to pay strong attention to accuracy and detail
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines
- Ability to operate modern office equipment with efficiency & accuracy
- Ability to work independently and exercise sound judgment and professionalism in carrying out assigned job duties; demonstrate the ability to pay attention to detail, accuracy & timelines and takes pride in results and to work effectively & efficiently under occasionally demanding & stressful situations, and to adapt to changing situations
- Ability to keep records and files in an accurate and organized manner; to maintain the confidentiality of material and documents; and to prepare accurate reports from such records as necessary
- Ability to manage multiple projects and assignments simultaneously, meeting required deadlines
- Ability to become thoroughly familiar with tribal and program mission, goals and objectives, operations, policies and regulations

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must successfully complete & pass the pre-employment screening in accordance with Hopi Tribal Management Policy.

DESIRED REQUIREMENT:

1. Be able to speak and understand the Hopi Language.