



DIRECTOR

Department/Program: Department of Public Works
Reports To: Executive Director
Salary/Hourly Range: 65
Status: EXEMPT

DRIVER'S LICENSE REQUIRED
PD Revised: 11/04/2015

INTRODUCTION:

The Hopi Tribe is 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 Executive Director. The Department Director serves as the principal strategist and planner regarding the administrative operations of the Public Works Department, and is responsible for providing professional level oversight, direction and supervision of the major functional units and projects of the department. The incumbent is accountable to the Executive Director for the development and implementation of Tribal administrative operational plans. The incumbent works under the general day-to-day oversight and supervision of the Executive Director 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.

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. The Director oversees the department, providing leadership, vision and strategic direction in the development, implementation, operations, 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 Executive Director on all decisions affecting the overall strategy and established operational plans of the Hopi Tribe.

a.) Primary responsibilities include:

- Develop and implementation of strategic & operational plans, goals & objectives, quality and regulatory standards, administrative policies & protocols, management systems & controls, acquisition of supporting budgets (includes cost estimating/projections & budget amendments/modification), 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 efficient, effective organization structure & staffing plan; review and make recommendation for approval of all proposed functional & Staffing charts under the department to the Executive Director for purposes of uniform growth and overall efficiency and refers other proposed structural changes to the Hopi Tribal Council via the Executive Director for review and action with specific rational 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
- General operational and project management reports.

b.) Principle accountabilities include:

- Cost effective development, establishment and maintenance of administrative services and management system 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 project or for enhancement of existing functions and Services;

- Correct interpretation, implementation and maintenance of departmental and organizational policies, procedures, practices including provision of effective controls and audit capabilities;
- Effective and compliant management of financial, business and administrative transactions and policies and procedures;
- Acquisition and maintenance of competent and skilled staff, and training resources necessary to meet obligations;
- Timely completion and submittal of employee performance plans and evaluation reports, employee training and development plans, position description questionnaires and 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 evaluation and assessment of departmental operations & projects 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, services contracts, etc.
7. Ensures that the Executive Director 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 Executive Director in order to meet Tribal objectives.

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 is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Master's Degree in Public Administration, including Bachelor's Degree in Civil Engineering, Environmental Science, or related field; AND

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

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:

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 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 IT management systems and associated hardware/software technology.
- Good knowledge of Tribal, federal & state funding sources, regulations & processed.
- Good knowledge of and appreciation for American Indian culture & traditions as applicable to client services.
- Familiarity with socio-economic realities existing on Indian Reservations.

Skills:

- Excellent writing & verbal skills to communicate policy, strategy, management principles, tec., 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.

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 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 an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have any felony convictions and must not be on probation.
4. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.

DESIRED REQUIREMENTS:

1. Five (5) years work experience as a rural Community Infrastructure Development Planner.
2. Be able to speak and understand the Hopi Language.