



## DIRECTOR

HOPI PUBLIC UTILITY AUTHORITY  
Reports To: Hopi Public Utility Commission  
Salary/Hourly Range: 76  
FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Created: 03/10/2016

### **JOB DESCRIPTION:**

The Director is responsible for the overall management and day-to-day operation of the Hopi Public Utility Authority (HPUA), an independent public utility authority, established to regulate Public Utility Services. The Director reports directly to the Hopi Public Utility Commission (HPUC), the membership of which is appointed by the Hopi Tribal Council. The Director is responsible for performing all duties, functions, and obligations in accordance with all applicable federal and tribal laws and regulations, the mission and objectives of the Hopi Tribes, as well as established policies, procedures, and internal controls. The Director must implement the strategic goals and objectives of the HPUC, and provide leadership and direction towards the achievement of the HPUA's mission and purpose.

### **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. Any one position of this class may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

1. The Director shall be responsible for overseeing the implementation and operations of the Hopi Arsenic Mitigation Project (HAMP), which includes:
  - Securing funding from all applicable sources, and
  - Making decisions during the implementation phase to ensure an efficient water utility that will serve the needs of the Hopi Tribe and Villages, and
  - Working closely with the Hopi Water Resources Program to achieve successful implementation and
  - Providing progress reports to the EPA to demonstrate active efforts towards compliance.
2. The Director shall report to the Hopi Tribal Council and interact with the Hopi Water Resources Program, federal agencies, and all interested parties to ensure progress on the HAMP.
3. Director shall direct the HPUA to provide public services of water, sewer, solid waste, sanitary services, electricity, power, and natural gas to any HPUA customer, including Villages or Village Public Utility.
4. Responsible for the management, supervision, and successful operation of the HPUA facility.
5. Possess the authority to initiate personnel and disciplinary action, including the right to further delegate supervisory authority.
6. Communicates with the HPUC to ensure effective and efficient strategy and development towards a utility that will serve the needs of the Hopi tribal community.
7. Establishes performance standards for subordinates; mentor & coach subordinate to achieve goals and articulates expectations.
8. Responsible for ensuring the management, operation, maintenance, and repair of the HPUA infrastructure is performed properly.
9. Responsible for the development and adoption of Operational Procedures for the HPUA.
10. Management of HPUA finance systems, including collection of payments, disbursements, and all accounting and auditing.
11. Implementation of the HPUA budget, which shall include an Approved Capital Project Priority List and any proposed funding requests made to the Tribe.
12. Sets strategy and vision, promotes team building, builds culture, and is responsible for identifying needs and making recommendations to the HPUC.

13. Seeks funding from any applicable sources, including loans, to support HPUA operations and achievement of Authority goals.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally requires to reach with hands and arms, and to sit climb or balance, and stoop. Specific vision, depth perception and the ability to adjust focus. Conditions are normal for an office environment, but may require frequent weekend and evening work, and overnight travel. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be requires due to operational demands. The employee will be expected to travel out to the project site and HAMP-related construction areas as needed to ensure the steady and positive progress of the HAMP. Employee will be expected to travel out to the utility as necessary.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

Education: A Bachelor's degree from and accredited college or university with major course work in business or public administration, engineering, chemistry, or a field related to the operation of a public utility.

AND

Experience: Ten (10) years of increasingly responsible management experience in water or wastewater utility administration including not less than three (3) years of management and administrative, financial and operational responsibilities over a medium to larger-size public utility.

OR

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

2. Knowledge, Skills, and Abilities:

The Director shall be a qualified administrator that can develop and coordinate planning, managing, and overseeing the implementation of HAMP, and the operations and maintenance of all public utility services provided by the HPUA. This position requires extensive experience in the management and operation of a public utility authority. The candidate must possess strong management skills, familiarity with utility operations, and ability to understand analyze, and effectively communicate complex financial performance data. Must have excellent written and/or verbal communication skills, and highly developed interpersonal abilities. Experience with effective leadership techniques, program/system planning, decision-making, and staff development is essential.

**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. No felony convictions.
4. Must be able to pass random drug and alcohol tests, safety requirement for this position.

**DESIRED REQUIREMENT:**

1. A Master's degree from and accredited college or university with major course work in business or public administration, engineering, chemistry, or a field related to the operation of a public utility.