



ENROLLMENT DIRECTOR

Office of Tribal Enrollment Services

Reports To: Tribal Secretary

Salary/Hourly Range: 45

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 06/26/2018

INTRODUCTION

Under the direct supervision of the Tribal Secretary, the Enrollment Director is responsible for and manages the Office of Tribal Enrollment Services.

This position is responsible for the administrative management and supervisory responsibilities of the Enrollment Office. The work involves enrollment application processing, research work, and carries out the office objectives based on the Enrollment policies.

Work performance is reviewed for accuracy and effectiveness in meeting the Enrollment Office goals and objectives and conformance with policies and regulations.

KEY DUTIES AND RESPONSIBILITIES

(This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Serves as Tribal Liaison in Enrollment matters, is knowledgeable of tribal customs/laws, Tribal Enrollment Constitution/Ordinance, and Federal Regulations as they relate to enrollment matters. Works closely with government agencies, other Tribal governments, Tribal Attorneys and state agencies in matters relating to enrollment.
2. Works closely with the Legislative Branch in providing technical assistance to plan proposed amendments to the Enrollment Ordinance and Enrollment Constitutional provisions. Studies advisement of legal opinions and court decisions, relating to enrollment that will affect the processing of applications.
3. Assures that provisions of the Enrollment Ordinance, the Hopi Enrollment Constitution and Regulations are fairly and justly applied to applicants applying for membership in the Hopi Tribe. Reviews and studies questionable applicant's blood degree and other supporting documents to provide true and accurate information. Attends Tribal Council meetings regarding approval of enrollment applications for Hopi membership and other matters pertaining to enrollment/membership.
4. Assures membership records are true and accurate. Gives guidance in making corrections to 1937 Base Roll and current membership records. Submits reports to tribal council on statistics of enrolled members and information pertaining to applicants on needed basis.
5. Communicates with employees, villages/communities, public-at-large and other agencies to explain and interpret Enrollment policies and provide information related to enrollment matters.
6. Provides technical advice to staff on enrollment processing and administering of records. Assists persons desiring enrollment in the Hopi Tribe when necessary, and educates and assists village authorities in matters of enrollment.
7. Prepares the annual budget for the Enrollment Office and assures office expenditures are proper and within the budget. Approves all expenditures for payment.
8. Performs other duties as assigned and authorized to achieve tribal/program goals and objectives.

Knowledge and Skills

- Knowledge of modern principles and practices of program operations, strategic planning, supervision, personnel management, accounting and purchasing activities;
- Knowledge of Tribal regulatory ordinance and regulations development;
- Knowledge of the Enrollment Ordinance, Tribal Constitution and Federal regulations;
- Knowledge of the Hopi Tribe, Federal, and state laws, regulations, and guidelines governing aspects of tribal operations relative to program responsibilities;

- Knowledge of budget and reporting systems, financial controls, program analysis and performance measures;
- Knowledge of program operational activities, mission and customer service requirements;
- Knowledge of the political, cultural, and socio-economic environment of the Hopi reservation.
- Skill in developing and analyzing program strategic plans, operating systems, procedures and controls, budgets and forecasts;
- Skill in formulating and executing, documents and reports, short and long-term goals and objectives, and program performance measures;
- Skill in interpreting Enrollment Policies;
- Skill in managing staff and complex internal work relationships;
- Skill in maintaining open communication and effective working relationships;
- Skill in providing advice and direction to subordinate managers, supervisors and staff;
- Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations;
- Skill in the interpretation and analysis of the Hopi Tribe, Federal and State guidelines and regulations.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The majority of work is sedentary and performed in a standard office environment. Travel on and off the Hopi Reservation may be required via automobile and/or air. The incumbent must be able to work under stressful conditions dealing with applicants and the general public.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Public or Business Administration OR a closely related profession;

AND

Experience: Five (5) years of related work experience; two (2) years of which must have been in a supervisory capacity;

OR

Any equivalent combination of Education and Experience.

NECESSARY SPECIAL REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

- Speak and understand the Hopi and/or Tewa Language.