



DEPUTY EXECUTIVE DIRECTOR

Department / Program: Office of the Executive Director
Reports To: Executive Director
Salary/Hourly Range: 56
FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Created: 11/22/2016

INTRODUCTION:

The Hopi Tribe is a 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 operation 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 Tribal Chairman who also acts as Chief Executive Officer, (CEO) of the Tribe. The Deputy Executive Director contributes and participates as the principle strategist, planner and manager regarding the internal administrative operations and related management systems of the Tribe, and is further responsible for providing professional level management oversight, direction and supervision of the major functional units & projects of the tribal administrative departments. The incumbent is responsible/accountable to the Executive Director for the development and implementation of tribal administrative operational plans. 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. Assists the Executive Director in overseeing the work of functional units and offices/projects under the Office of Executive Director, providing leadership, vision, and strategic direction in the development, implementation, operation, maintenance and control of essential business, communication, information and operational support systems of the organization, and in managing the administration of departmental operations and project activities. Maintains close communication and working relationship with the Executive Director (supervisor) on all decisions affecting the overall strategy and established operational plans of the Hopi Tribe.
 - a) Primary shared responsibilities include:
 - Development and implementation of strategic & operational plans, goals & objectives (critical pathways), quality & regulatory standards, administrative policies & protocols, management systems & controls, acquisition of supporting budgets (includes cost estimating/projections & budget amendments/modifications), etc.;
 - Review and approval of projects involving major functional changes within the department's mission and scope of responsibilities & obligations;
 - 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, mentoring, training, and evaluation of senior service unit management staff; and
 - Generating operational and project management reports.
 - b) Principle accountabilities include:
 - Cost Effective development and maintenance of administrative services and management systems which enhances quality & production and compliance with Tribal policies, procedures & practices, including provisions of effective controls;
 - Development and timely submission of funding proposals for new projects or for enhancement of existing functions & services.
 - Correct interpretation, implementation, maintenance of departmental and organizational policies, procedures, practices including provision of effective controls & audit capabilities.
 - Effective and compliant management of financial, business and administrative transactions;
 - Acquisition and maintenance of competent & skilled staff, and training resources necessary to meet functional obligations; and

- Timely completion & submittal of employee performance plans & evaluation reports, employee training & development plans, position description questionnaires & position description amendments/modifications, etc.
 - Accurate, complete and timely submission of required management and technical reports.
- 2) Works closely with the Executive Director to develop, periodically review, review, revise, and execute and organization mission and strategy for the Office of Executive Director; establish and maintain an effective organization structure & staffing plan; review and make recommendation to Executive Director for approval of all proposed functional & staffing charts for purpose(s) of uniform growth and overall efficiency.
 - 3) Conducts surveys, studies, research, etc., to analyze, assess, and respond to the identified Tribal and village management system's needs; conducts meeting with other department heads to disseminate information and/or solicit input on systems planning & development activities; conducts management meetings to discuss progress, problems & solutions, barriers & opportunities and to share innovative ideas & approaches applicable to the enhancement & improvement of management systems.
 - 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 & measures of accountability to ensure production, effective & efficient delivery of services, expenditure controls, timelines, etc.
 - 5) Conducts evaluations and assessments of departmental & project 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) Contributes as direct line supervisor to administrative department managers and office & program/project directors in maximizing their services pertinent to their defined responsibilities & duties, establishing performance plans, conducting periodic & timely performance reviews & evaluations, providing appropriate mentoring/coaching & training, and taking appropriate follow-up actions as necessary.
 - 7) Ensures that the Hopi Tribal Council and its officers are kept fully informed of the conditions and progress of the tribal planning activities and departmental operations including all important factors influencing them; and provide professional advice and guidance to Hopi Tribal council on matters of importance.
 - 8) Maintains positive and effective relationships with other organizations both public & private, and works to ensure that the goals & objectives of the Hopi Tribe are enhanced and advanced in accordance with the established plans and general policies of the Tribe.
 - 9) Performs other related duties as assigned or authorized by the Executive Director to meet Tribal objectives.

PERSONAL CONTACTS:

The incumbent maintains frequent contact with Tribal Office 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 meeting sin the evenings and weekends when necessary to accomplish objectives. Moderate travel on and off the Hopi Reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Master Degree in Business Administration, or related field;

AND

Experience: Ten (10) years of professional planning & management experience administering management systems, i.e., program planning & evaluation, grant proposal writing, contract administration, personnel & financial management, coordinating telecommunications & computer network systems, etc.

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:

- Extensive knowledge of business & project management principles, practices, and administrative procedures;
- Good knowledge of human resources, financial, facilities, & risk prevention management principles, practices and administrative procedures;
- Good knowledge of MIS management systems and associated hardware/software technology;
- Good knowledge of tribal, federal & state funding sources, regulations and application processes;
- Good knowledge of effective leadership, mentorship and supervisory principles, practices, methods, techniques, etc. conducive to establishing and maintain a motivated proactive management team;
- Good knowledge of modern planning & research techniques, methods and practices that includes the application of the latest technology;
- Familiarity with socio-economic realities existing on Indian Reservations;
- Good knowledge of community & economic development planning including principles, practices & techniques and applicable regulations, as applicable to housing, transportation, infrastructure, business development, etc. in rural area.

Skills:

- Excellent writing & verbal skills to communicate policy, strategy, management principles, etc. and to effectively develop and present complex & technical concepts and plans to people;
- Excellent management & administrative skills including organizational development & assessment, project planning & administration, supervision, etc.;
- Excellent skills in utilizing state-of-art technology applicable to planning and project management i.e., equipment, software, etc.;
- Excellent funds development skills, i.e., grant proposal writing, fund leveraging, loan application, etc.;
- Excellent customer service and public relations skills.

Abilities:

- Ability to plan, develop, implement and administer management systems and to determine the cost-effectiveness and utilization of alternative processes;
- Ability to liaise with various governmental agencies, private businesses, industry and development representatives;
- Ability to plan, organize, and accomplish work in accordance with established objectives, priorities and timelines; and to interpret the purpose/intent of objectives, rules & regulations, etc.;
- Ability to analyze & assess systems failures and develop appropriate action;
- Ability to conduct research and develop logical and practical administrative policies & procedures;
- Ability to establish and maintain 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. Possess and maintain a valid Arizona Driver's License and complete 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 be able to pass random alcohol, drug and/or controlled substance testing.

DESIRED REQUIREMENTS:

1. Five (5) year's work experience as a Management Systems Analyst.
2. Ability to understand & speak the Hopi language for the purpose of effectively communicating with the Hopi Tribal and Village leaders/officials.